

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE 1 OF 3 PAGES	
2. AMENDMENT/MODIFICATION NO. <b>0004</b>		3. EFFECTIVE DATE <b>18 Nov 2003</b>		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY <b>Naval Surface Warfare Center, Dahlgren Division</b> <b>Attn: XDS12(XDS12@NSWC.NAVY.MIL)</b> <b>17320 Dahlgren Road, Dahlgren,</b> <b>VA 22448-5110</b> <b>TEL: (540) 653-7942 FAX: (540) 653-4089</b>		7. ADMINISTERED BY (If other than Item 6) CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No. Street, county, State and ZIP: Code)		(4)		9A. AMENDMENT OF SOLICITATION NO. <b>N00178-03-R-2023</b>	
				9B. DATED (SEE ITEM 11) <b>27 August 2003</b>	
				10A. MODIFICATION OF CONTRACT/ORDER NO.	
				10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE			
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>					
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended.					
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATA SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and data specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required)					
<b>13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>					
<input checked="" type="checkbox"/> A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).					
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
D. OTHER Specify type of modification and authority)					
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return ___ copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)					

**PURPOSE:** Amendment 0004 is issued to address the following:

1. Replace Section B of the solicitation, to include periods of performance, and incorporate PWS section C.5.1.5.
2. Amends Section L, Key Personnel.
3. Replace the PWS, the outlined changes follow.
4. Answer questions regarding the solicitation.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) <b>K. B. HALL</b>	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		BY (Signature of Contracting Officer)	

1. Delete Section B in its entirety and substitute it with Attachment (1) of this amendment. The revised Section B establishes the anticipated periods of performance. Also "Maintain Records and Logs in accordance with section C.5.1.5 of the PWS," which is identified in the PWS is added to the schedule.
2. Add the following to the Solicitation's Section L, Section3 – PERSONNEL:  
Program Managers do not have to be full-time.
3. Delete the PWS (replaced in Amendment 0001, dated 27 August 2003, signed 09/09/03), in its entirety and insert Attachment J.1 of Amendment 0004.
4. Guard Mail/Internal Mail is redefined in section C.2.O, Definitions and Acronyms, C.2.1, Definitions.
5. C.4.3 Emergency Medical Care of the PWS, is removed in its entirety.
6. C.5.2.4 Provide Accounting Operations Services, is removed from the Technical Exhibits. The details pertaining to this function in the Technical Exhibits remain.
7. See the Performance Standards in Technical Exhibit 8 for revised requirements. The following workload data is added in Technical Exhibit # 8:  
C.5.2.2.1, Process Leave  
C.5.2.3.2.2, Track Travel Claims Through Payment  
C.5.2.3.2.3, Assist in Correction of Travel Discrepancies
8. Technical Exhibit # 8 numbering is revised as follows; C.5.3.x.x is not used, and the C.5.4.x.x tasks are correctly numbered. This is consistent with the revised PWS which includes a statement for Paragraph C.5.3 that "This paragraph is intentionally left blank." The name of Paragraph C.5.2.7 is changed from "Order Supplies" to "Review Inventory of Supplies".

Additional changes are described in the answers to the following questions.

9. Question: What sections were deleted or changed to reflect that the CDB is not available? (example- C5.1.2.1 Validate Commitments, Obligation, Expense/Accruals - The SP shall obtain commitment and obligation information from the financial systems (the financial system currently being used is CDB. - are there others that can be used, if so are they being identified?)

Answer: Amendment 0003 announces a change in the local policy regarding access to CDB so that contractors who are performing work as government agents will be allowed access. All references to CDB are put back into the PWS.

10. Question: Does the current Technical Exhibit #8 and PWS as ref. in Adm.002 reflect the FTE's and function changes for inherently government functions and financial systems? (i.e. - ref. adm 001 question 3-certifying official, question 4-CDB- retrieval of historical financial data reports) and the data entry function into AutoDoc/Stars?

Answer: Yes

11. Question: How will the SP be able to perform the Process Function identified in Section C.5.1.1?

Answer: Contractors are not allowed to perform the two specific tasks of acceptance and obligation of funding in AUTODOC & STARS, therefore the sentence in C.5.1.1.1 "The SP shall process the obligation for the applicable new orders into AUTODOC/STARS" (almost at the end of the clause) is deleted.

12. Question: Section C.1.2.3 states "Normal working hours shall be Monday through Friday, between 0600 to 1800 hours except Federal holidays and the timeframe between Christmas and New Year's Day (upon Command approval). Will SP have access to government facilities on Federal holidays? Will NSWDDL be shut down for normal business during the timeframe between Christmas and New Year's Day?

Answer: The SP will not have access to government facilities on Federal holidays. NSWDDL will be shut down for normal business during the timeframe between Christmas and New Year's Day.

13. Question: Section C.5.2.5 Provide Mail Services What are the distances required to travel between the SP's work area and the SATO Travel Office; SP's work area and USPS distribution points; and SP's work area and the NSWCDL Shipping Office.

Answer: The distance from the SP's work space and the SATO Travel Office is approximately ¼ mile. The SP's work space and the USPS distribution points are both located in Building 183. The distance from the SP's work space and the NSWCDL Shipping Office is approximately ½ mile.

14. All other terms and conditions remain unchanged.

Attachments :

(1) Section B Supplies of Services and Prices

J.1 – Performance Work Statement

## SECTION B Supplies or Services and Prices

### General Intent

A firm fixed priced contract is anticipated. The Service Provider will have a 30 day Phase-In Period to prepare to assume full responsibility for the tasks identified in the PWS. The Phase-In will be provided at no additional cost to the contract, on a non-interference basis with the normal conduct of Government business. Phase-In will begin at contract award and will conclude 30 calendar days thereafter at contract start. The Service Provider will be expected to begin full performance at the contract start.

### Base Period (01 July 2004 – 30 June 2005)

0001 Process Financial Transaction in Accordance with the PWS.

0001AA	12	Months	\$	\$
Process Funding in Accordance with section C.5.1.1 of the PWS.				

0001AB	12	Months	\$	\$
Validate Existing Transactions in accordance with section C.5.1.2 of the PWS.				

0001AC	12	Months	\$	\$
Process New Transactions in accordance with section C.5.1.3 of the PWS.				

0001AD	12	Months	\$	\$
Process Delete Transactions and Close-Out Records in accordance with section C.5.1.4 of the PWS.				

0001AE	12	Months	\$	\$
Maintain Records and Logs in accordance with section C.5.1.5 of the PWS.				

0002 Provide Financial Customer Service in accordance with the PWS.

0002AA	12	Months	\$	\$
Provide Budget Services in accordance with section C.5.2.1 of the PWS.				

0002AB	12	Months	\$	\$
Provide Payroll Services in accordance with section C.5.2.2 of the PWS.				

0002AC	12	Months	\$	\$
Provide Travel Services in accordance with section C.5.2.3 of the PWS.				

0002AD	12	Months	\$	\$
Provide Accounting Operations Services in accordance with section C.5.2.4 of the PWS.				

0002AE	12	Months	\$	\$
Provide Mail Services in accordance with section C.5.2.5 of the PWS.				

0002AF	12	Months	\$	\$
Maintain Copiers/Facsimiles/Printers in accordance with section C.5.2.6 of the PWS.				

0002AG	12	Months	\$	\$
Provide Supplies Inventory Review in accordance with section C.5.2.7 of the PWS.				

0003 Intentionally Not Used.

0004 Provide Financial Information in accordance with section C.5.4 of the PWS.

0004AA	12	Months	\$	\$
Respond to Financial Data Calls/Inquiries in accordance with Section C.5.4.1 of the PWS.				

0004AB	12	Months	\$	\$
Prepare and distribute financial Reports in accordance with C.5.4.2 of the PWS.				

0004AC	12	Months	\$	\$
Provide or Obtain Training/Information in accordance with C.5.4.3 of the PWS.				

0004AD	12	Months	\$	\$
Perform Liaison Services/Plan, Organize, and maintain workload assignments in accordance with C.5.4.4 of the PWS.				

**FIRST OPTION YEAR PERIOD: (01 July 2005 – 30 June 2006)**

0005 Process Financial Transaction in Accordance with the PWS.

0005AA	12	Months	\$	\$
Process Funding in Accordance with section C.5.1.1 of the PWS.				

0005AB	12	Months	\$	\$
--------	----	--------	----	----

---

Validate Existing Transactions in accordance with section C.5.1.2 of the PWS.

0005AC	12	Months	\$	\$
--------	----	--------	----	----

---

Process New Transactions in accordance with section C.5.1.3 of the PWS.

0005AD	12	Months	\$	\$
--------	----	--------	----	----

---

Process Delete Transactions and Close-Out Records in accordance with section C.5.1.4 of the PWS.

0005AE	12	Months	\$	\$
--------	----	--------	----	----

---

Maintain Records and Logs in accordance with section C.5.1.5 of the PWS.

0006 Provide Financial Customer Service in accordance with the PWS.

0006AA	12	Months	\$	\$
--------	----	--------	----	----

---

Provide Budget Services in accordance with section C.5.2.1 of the PWS.

0006AB	12	Months	\$	\$
--------	----	--------	----	----

---

Provide Payroll Services in accordance with section C.5.2.2 of the PWS.

0006AC	12	Months	\$	\$
--------	----	--------	----	----

---

Provide Travel Services in accordance with section C.5.2.3 of the PWS.

0006AD	12	Months	\$	\$
--------	----	--------	----	----

---

Provide Accounting Operations Services in accordance with section C.5.2.4 of the PWS.

0006AE	12	Months	\$	\$
--------	----	--------	----	----

---

Provide Mail Services in accordance with section C.5.2.5 of the PWS.

0006AF	12	Months	\$	\$
--------	----	--------	----	----

---

Maintain Copiers/Facsimiles/Printers in accordance with section C.5.2.6 of the PWS.

0006AG	12	Months	\$	\$
--------	----	--------	----	----

---

Provide Supplies Inventory Review in accordance with section C.5.2.7 of the PWS.

0007 Intentionally Not Used.

0008 Provide Financial Information in accordance with section C.5.4 of the PWS.

0008AA	12	Months	\$	\$
Respond to Financial Data Calls/Inquiries in accordance with Section C.5.4.1 of the PWS.				

0008AB	12	Months	\$	\$
Prepare and distribute financial Reports in accordance with C.5.4.2 of the PWS.				

0008AC	12	Months	\$	\$
Provide or Obtain Training/Information in accordance with C.5.4.3 of the PWS.				

0008AD	12	Months	\$	\$
Perform Liaison Services/Plan, Organize, and maintain workload assignments in accordance with C.5.4.4 of the PWS.				

**SECOND OPTION YEAR PERIOD: (01 July 2006 – 30 June 2007)**

0009 Process Financial Transaction in Accordance with the PWS.

0009AA	12	Months	\$	\$
Process Funding in Accordance with section C.5.1.1 of the PWS.				

0009AB	12	Months	\$	\$
Validate Existing Transactions in accordance with section C.5.1.2 of the PWS.				

0009AC	12	Months	\$	\$
Process New Transactions in accordance with section C.5.1.3 of the PWS.				

0009AD	12	Months	\$	\$
Process Delete Transactions and Close-Out Records in accordance with section C.5.1.4 of the PWS.				

0009AE	12	Months	\$	\$
Maintain Records and Logs in accordance with section C.5.1.5 of the PWS.				

0010 Provide Financial Customer Service in accordance with the PWS.

0010AA	12	Months	\$	\$
Provide Budget Services in accordance with section C.5.2.1 of the PWS.				

0010AB	12	Months	\$	\$
Provide Payroll Services in accordance with section C.5.2.2 of the PWS.				

0010AC	12	Months	\$	\$
Provide Travel Services in accordance with section C.5.2.3 of the PWS.				

0010AD	12	Months	\$	\$
Provide Accounting Operations Services in accordance with section C.5.2.4 of the PWS.				

0010AE	12	Months	\$	\$
Provide Mail Services in accordance with section C.5.2.5 of the PWS.				

0010AF	12	Months	\$	\$
Maintain Copiers/Facsimiles/Printers in accordance with section C.5.2.6 of the PWS.				

0010AG	12	Months	\$	\$
Provide Supplies Inventory Review in accordance with section C.5.2.7 of the PWS.				

0011 Intentionally Not Used.

0012 Provide Financial Information in accordance with section C.5.4 of the PWS.

0012AA	12	Months	\$	\$
Respond to Financial Data Calls/Inquiries in accordance with Section C.5.4.1 of the PWS.				

0012AB	12	Months	\$	\$
Prepare and distribute financial Reports in accordance with C.5.4.2 of the PWS.				



0012AC	12	Months	\$	\$
Provide or Obtain Training/Information in accordance with C.5.4.3 of the PWS.				

0012AD	12	Months	\$	\$
Perform Liaison Services/Plan, Organize, and maintain workload assignments in accordance with C.5.4.4 of the PWS.				

**THIRD OPTION YEAR PERIOD: (01 July 2007 – 30 June 2008)**

0013 Process Financial Transaction in Accordance with the PWS.

0013AA	12	Months	\$	\$
Process Funding in Accordance with section C.5.1.1 of the PWS.				

0013AB	12	Months	\$	\$
Validate Existing Transactions in accordance with section C.5.1.2 of the PWS.				

0013AC	12	Months	\$	\$
Process New Transactions in accordance with section C.5.1.3 of the PWS.				

0013AD	12	Months	\$	\$
Process Delete Transactions and Close-Out Records in accordance with section C.5.1.4 of the PWS.				

0013AE	12	Months	\$	\$
Maintain Records and Logs in accordance with section C.5.1.5 of the PWS.				

0014 Provide Financial Customer Service in accordance with the PWS.

0014AA	12	Months	\$	\$
Provide Budget Services in accordance with section C.5.2.1 of the PWS.				

0014AB	12	Months	\$	\$
Provide Payroll Services in accordance with section C.5.2.2 of the PWS.				

0014AC	12	Months	\$	\$
Provide Travel Services in accordance with section C.5.2.3 of the PWS.				

0014AD	12	Months	\$	\$
--------	----	--------	----	----

---

Provide Accounting Operations Services in accordance with section C.5.2.4 of the PWS.

0014AE	12	Months	\$	\$
--------	----	--------	----	----

---

Provide Mail Services in accordance with section C.5.2.5 of the PWS.

0014AF	12	Months	\$	\$
--------	----	--------	----	----

---

Maintain Copiers/Facsimiles/Printers in accordance with section C.5.2.6 of the PWS.

0014AG	12	Months	\$	\$
--------	----	--------	----	----

---

Provide Supplies Inventory Review in accordance with section C.5.2.7 of the PWS.

0015 Intentionally Not Used.

0016 Provide Financial Information in accordance with section C.5.4 of the PWS.

0016AA	12	Months	\$	\$
--------	----	--------	----	----

---

Respond to Financial Data Calls/Inquiries in accordance with Section C.5.4.1 of the PWS.

0016AB	12	Months	\$	\$
--------	----	--------	----	----

---

Prepare and distribute financial Reports in accordance with C.5.4.2 of the PWS.

0016AC	12	Months	\$	\$
--------	----	--------	----	----

---

Provide or Obtain Training/Information in accordance with C.5.4.3 of the PWS.

0016AD	12	Months	\$	\$
--------	----	--------	----	----

---

Perform Liaison Services/Plan, Organize, and maintain workload assignments in accordance with C.5.4.4 of the PWS.

**FOURTH YEAR OPTION PERIOD: (01 July 2008 – 30 June 2009)**

0017 Process Financial Transaction in Accordance with the PWS.

0017AA	12	Months	\$	\$
--------	----	--------	----	----

---

Process Funding in Accordance with section C.5.1.1 of the PWS.

0017AB	12	Months	\$	\$
Validate Existing Transactions in accordance with section C.5.1.2 of the PWS.				

0017AC	12	Months	\$	\$
Process New Transactions in accordance with section C.5.1.3 of the PWS.				

0017AD	12	Months	\$	\$
Process Delete Transactions and Close-Out Records in accordance with section C.5.1.4 of the PWS.				

0017AE	12	Months	\$	\$
Maintain Records and Logs in accordance with section C.5.1.5 of the PWS.				

0018 Provide Financial Customer Service in accordance with the PWS.

0018AA	12	Months	\$	\$
Provide Budget Services in accordance with section C.5.2.1 of the PWS.				

0018AB	12	Months	\$	\$
Provide Payroll Services in accordance with section C.5.2.2 of the PWS.				

0018AC	12	Months	\$	\$
Provide Travel Services in accordance with section C.5.2.3 of the PWS.				

0018AD	12	Months	\$	\$
Provide Accounting Operations Services in accordance with section C.5.2.4 of the PWS.				

0018AE	12	Months	\$	\$
Provide Mail Services in accordance with section C.5.2.5 of the PWS.				

0018AF	12	Months	\$	\$
Maintain Copiers/Facsimiles/Printers in accordance with section C.5.2.6 of the PWS.				

0018AG	12	Months	\$	\$
Provide Supplies Inventory Review in accordance with section C.5.2.7 of the PWS.				

0019 Intentionally Not Used.

0020 Provide Financial Information in accordance with section C.5.4 of the PWS.

0020AA	12	Months	\$	\$
Respond to Financial Data Calls/Inquiries in accordance with Section C.5.4.1 of the PWS.				

0020AB	12	Months	\$	\$
Prepare and distribute financial Reports in accordance with C.5.4.2 of the PWS.				

0020AC	12	Months	\$	\$
Provide or Obtain Training/Information in accordance with C.5.4.3 of the PWS.				

0020AD	12	Months	\$	\$
Perform Liaison Services/Plan, Organize, and maintain workload assignments in accordance with C.5.4.4 of the PWS.				

**PERFORMANCE WORK STATEMENT  
BUDGET AND ACCOUNTING  
at NAVAL SURFACE WARFARE CENTER,  
DAHLGREN DIVISION (NSWCDD)**



**Prepared for:  
Naval Sea Systems Command (NAVSEA)**

**Prepared by:  
SRA International, Inc.  
4300 Fair Lakes Court  
Fairfax, VA 22033**

**03 December 2003**

**CO APPROVAL:** \_\_\_\_\_  
**DATE:** \_\_\_\_\_

## TABLE OF CONTENTS

<b>C.1.0 GENERAL INTENTION AND REQUIREMENTS .....</b>	<b>3</b>
C.1.1 GENERAL INTENTION .....	3
C.1.2 SCOPE OF WORK .....	3
C.1.2.1 Requirements .....	3
C.1.2.2 Location .....	4
C.1.2.3 Working Hours .....	4
C.1.3 SERVICE PROVIDER PERSONNEL REQUIREMENTS .....	4
C.1.3.1 General .....	4
C.1.3.2 Key Personnel .....	4
C.1.3.3 Required Training .....	5
C.1.4 MANAGEMENT REQUIREMENTS .....	5
C.1.4.1 Work Control .....	5
C.1.4.2 Work Schedule .....	5
C.1.4.3 Interface with Government Contractors and Government Personnel .....	6
C.1.4.4 Records and Reports .....	6
C.1.5 ADMINISTRATIVE REQUIREMENTS .....	6
C.1.5.1 Station Regulations .....	6
C.1.5.2 Fire Protection .....	6
C.1.5.3 Environmental Protection .....	7
C.1.5.4 Disposal .....	7
C.1.5.5 Security Requirements .....	7
C.1.5.5.1 Security Training .....	7
C.1.5.5.2 Passes, Badges and Employee Identification .....	7
C.1.5.5.3 Key Control .....	8
C.1.5.5.4 Information Security .....	8
C.1.5.5.5 Telephone Security .....	8
C.1.5.6 Safety Requirements and Reports .....	8
C.1.5.7 Identification of Service Provider Vehicles .....	9
C.1.6 SERVICE PROVIDER QUALITY CONTROL .....	9
C.1.7 GOVERNMENT QUALITY ASSURANCE .....	9
C.1.8 CONTINUITY OF OPERATIONS .....	10
C.1.8.1 Transition Plan .....	10
C.1.8.2 Strike Contingency Plan .....	11
C.1.8.3 Service Provider Non-Performance .....	11
<b>C.2.0 DEFINITIONS AND ACRONYMS .....</b>	<b>12</b>
C.2.1 DEFINITIONS .....	12
C.2.2 ACRONYMS .....	14
<b>C.3.0 GOVERNMENT-FURNISHED PROPERTY AND SERVICES .....</b>	<b>17</b>
C.3.1 GOVERNMENT-FURNISHED PROPERTY .....	17
C.3.1.1 Government-Furnished Facilities .....	17
C.3.1.2 Government-Furnished Equipment .....	17
C.3.1.3 Government-Furnished Materials .....	18
C.3.1.4 Government-Furnished Records .....	18
C.3.1.5 Government-Furnished Vehicles .....	18
C.3.2 GOVERNMENT-FURNISHED INFORMATION .....	18
C.3.3 GOVERNMENT-FURNISHED SERVICES .....	19
C.3.3.1 Government-Furnished Utilities .....	19
C.3.3.2 Facility Maintenance .....	19

C.3.3.3 Refuse and Recycling Collection .....	19
C.3.3.4 Pest Management .....	19
C.3.3.5 Custodial Service .....	19
C.3.3.6 Security Police and Fire Protection.....	20
<b>C.4.0 SERVICE PROVIDER-FURNISHED ITEMS.....</b>	<b>21</b>
C.4.1 SERVICE PROVIDER-FURNISHED EQUIPMENT AND TOOLS.....	21
C.4.1.1 Service Provider Furnished Vehicles .....	21
<b>C.5.0 SPECIFIC REQUIREMENTS.....</b>	<b>22</b>
C.5.1 PROCESS FINANCIAL TRANSACTIONS.....	22
C.5.1.1 Process Funding .....	22
C.5.1.2 Validate Existing Transactions .....	23
C.5.1.3 Process New Transactions .....	25
C.5.1.4 Delete Transactions and Close-Out Records.....	25
C.5.1.5 Maintain Records and Logs .....	26
C.5.2 PROVIDE FINANCIAL CUSTOMER SERVICE .....	26
C.5.2.1 Provide Budget Services.....	26
C.5.2.2 Provide Payroll Services .....	26
C.5.2.3 Provide Travel Services.....	29
C.5.2.4 Provide Accounting Operations Services.....	31
C.5.2.5 Provide Mail Services.....	31
C.5.2.6 Maintain Copiers/Facsimiles/Printers .....	32
C.5.2.7 Review Inventory of Supplies.....	32
C.5.3 INTENTIONALLY LEFT BLANK, INCLUDING ALL SUB-PARAGRAPHS. ....	32
C.5.4 PROVIDE FINANCIAL INFORMATION .....	32
C.5.4.1 Respond to Financial Data Calls/Inquiries .....	32
C.5.4.2 Prepare and Distribute Financial Reports .....	32
C.5.4.3 Provide or Obtain Training/Information.....	33
C.5.4.4 Perform Liaison Services/Plan, Organize and Maintain Workload Assignments .....	33
<b>C.6.0 APPLICABLE DOCUMENTS .....</b>	<b>35</b>

# **PART I – THE SCHEDULE**

## **SECTION C:**

### **DESCRIPTION/SPECIFICATION/WORK STATEMENT**

#### **C.1.0 GENERAL INTENTION AND REQUIREMENTS**

##### **C.1.1 GENERAL INTENTION**

The intention of this solicitation is to obtain the Budget and Accounting function at Naval Surface Warfare Center, Dahlgren Division (NSWCDD), Dahlgren site, by means of a firm fixed-price contract.

The initial contract period for the Comptroller CA implementation is estimated to begin on July 1, 2004. The total contract period should be for five years; that includes one-year renewal increments.

##### **C.1.2 SCOPE OF WORK**

The SP shall provide all management, personnel, equipment, tools, materials, transportation, supervision and other items and services necessary to perform all the tasks of the Performance Work Statement (PWS) except those government-furnished property and services specifically provided for in this PWS. Except where indicated, the work site shall be at government-provided facilities at the Naval Surface Warfare Center, Dahlgren Division (NSWCDD), Dahlgren, Virginia.

##### **C.1.2.1 Requirements**

The Service Provider shall provide all labor, supervision, tools, materials, equipment, and transportation necessary, unless otherwise specified, to provide the Budget and Accounting function specified herein. The Service Provider shall meet the performance requirements of this Work Statement, summarized in Technical Exhibit (TE)-1: Performance Requirements Summary. Projected annual workload for work under this Contract is shown in TE-8: Projected Annual Workload.

Budget and Accounting include services in the following areas:

- Financial Transactions
- Financial Customer Service
- Financial Systems
- Financial Information



### **C.1.2.2 Location**

All work under this Contract shall be performed at NSWCDL. NSWCDL is located in Dahlgren, VA. It is approximately 26 miles east of Fredericksburg, VA and 55 miles southeast of Washington, DC.

### **C.1.2.3 Working Hours**

Normal working hours shall be Monday through Friday, between 0600 to 1800 hours, except Federal holidays and except the timeframe between Christmas and New Year's Day (upon Command approval). On September 30<sup>th</sup> of each year, the SP shall be required to provide on-site financial services until 2400. The hours in question are outside of normal working hours. The approval of the Designated Government Representative (DGR) is required for performance of work outside of normal working hours.

In the event that NSWCDL operations are curtailed as a result of weather emergencies or other unplanned events, Service Provider personnel shall be considered Bravo personnel (non-essential personnel) and shall follow instructions for Bravo personnel. Local radio and television stations that announce Government closings and delayed openings normally provide notification

Access to government buildings on Federal holidays or in other cases where NSWCDL is closed (ex. the timeframe between Christmas and New Year's Day) will be upon approval of the Designated Government Representative (DGR).

## **C.1.3 SERVICE PROVIDER PERSONNEL REQUIREMENTS**

### **C.1.3.1 General**

Service Provider employees shall be U.S. citizens able to read, write, communicate and understand the English language. No employee or representative of the Service Provider will be admitted to the work site unless satisfactory proof of U.S. citizenship is furnished.

Service Provider employees shall conduct themselves in a proper, efficient, courteous and businesslike manner. The Service Provider shall remove from the site any individual whose continued employment is deemed by the DGR to be contrary to the public interest or inconsistent with the best interests of National Security.

### **C.1.3.2 Key Personnel**

The Service Provider shall provide a Project Manager and an alternate for administration and technical supervision of Service Provider employees. The Project Manager shall be the Service Provider's primary representative and have the Service Provider's full authority to act on matters pertaining to the performance of services under this Contract. The alternate shall have equal authority in the Project Manager's absence. The Project Manager and Alternate are not required to provide full-time support of the requirements in the PWS. The Project Manager shall have a minimum of ten (10) years experience in government finance and educational requirements commensurate with the requirements of the position before commencing work under this contract. The alternate shall have a minimum of ten (10) years experience in government finance and a

minimum of four (4) years experience as a Lead before commencing work under this contract. The Project Manager and alternate shall have, at a minimum, the following responsibilities:

- Be responsible for the overall performance of all services required by this Contract
- Have the authority to act and make binding decisions for the Service Provider
- Meet with Government personnel designated by the Contracting Officer (KO) or the DGR to discuss immediate problem areas
- Be available during normal working hours

### **C.1.3.3 Required Training**

The Service Provider shall ensure that SP employees receive government appropriations training, all required mandatory or job-related government employee training or any specific training that is required by the Designated Government Representative (DGR).

### **C.1.4 MANAGEMENT REQUIREMENTS**

The Service Provider shall manage the total work effort associated with the services required herein to ensure fully adequate and timely completion and permit tracking of work in progress. Such management includes, but is not limited to, planning, scheduling, cost accounting, report preparation, establishing and maintaining records, and quality control.

The Service Provider shall provide staff with the necessary management expertise to assure the performance of the required work. The Service Provider shall provide to the DGR the name or names of the responsible supervisory person or persons authorized to act for the Service Provider. The Service Provider shall furnish sufficient personnel to perform all work specified in this Contract.

#### **C.1.4.1 Work Control**

The Service Provider shall plan and schedule work to assure material, labor, and equipment are available to complete work requirements with regard to the established timeliness and quality standards. Verbal scheduling and status reports shall be provided when requested by DGR. The status of any item of work shall be provided within 2 hours of the inquiry during the Service Provider's regular working hours, and within 48 hours after regular working hours.

#### **C.1.4.2 Work Schedule**

The Service Provider shall arrange work so as not to cause interference with the normal occurrence of Government business. In those cases where some interference is unavoidable, the Service Provider shall make every effort to minimize the impact of the interference and its effects. All work schedules required shall be submitted to the DGR. In no event shall the Service Provider change approved work schedules without the prior consent of the DGR. When non-essential services have been scheduled on the date a holiday occurs, such services shall be performed on the following working day.

#### **C.1.4.3 Interface with Government Contractors and Government Personnel**

Government Contractors and Government personnel may be engaged in work in support of the facilities covered by this Contract. The Service Provider for this Contract shall coordinate and cooperate with all Government Contractors and Government personnel to avoid conflicts in work schedules and performance. In the event of conflicts that cannot be satisfactorily resolved, the matter shall be referred to the DGR for a decision. Such decisions shall be final, subject to right of appeal in accordance with the "DISPUTES" clause, Section I.

#### **C.1.4.4 Records and Reports**

The Service Provider shall maintain management, operation, and maintenance records and prepare management, operation, and maintenance reports as set forth in TE-6: Required Records and Reports. All records and copies of reports shall be turned over to the DGR within five calendar days after contract completion.

The Service Provider shall maintain cost accounting information and shall submit reports in accordance with the specifications in TE-6.

### **C.1.5 ADMINISTRATIVE REQUIREMENTS**

#### **C.1.5.1 Station Regulations**

The Service Provider and its employees shall comply with all Federal, State, and local laws. The Service Provider and its employees shall become acquainted with and obey all Government and NSWCD regulations as posted, or as requested by the DGR. These include, at a minimum, the following instructions and regulations:

- Dress code and conduct
- Drug-free workplace and workforce
- Energy conservation
- Environmental
- Identification badge
- Safety
- Security
- Smoking
- Traffic
- Vehicle pass
- Integrity and Efficiency Improvement (i.e. Fraud, Waste and Abuse)

#### **C.1.5.2 Fire Protection**

The Service Provider and its employees shall know where fire alarms are located and how to activate them. The Service Provider shall handle and store all combustible supplies, materials, waste and trash in a manner that prevents fire hazards to persons, facilities, and materials. Service Provider employees operating critical equipment shall be trained to properly respond during a fire alarm or fire per NSWCD instructions.

### **C.1.5.3 Environmental Protection**

All environmental protection matters shall be coordinated with the DGR. Inspection of any of the facilities operated by the Service Provider may be accomplished by the Activity Environmental Protection Coordinator, or authorized officials on a no-notice basis during normal working hours. In the event that a regulatory agency assesses a monetary fine against the Government for violations caused by Service Provider negligence, the Service Provider shall reimburse the Government for that fine and any associated costs. The Service Provider shall also provide any environmental cleanup (e.g., oil spill cleanup) required as a result of Service Provider operations. The Service Provider shall comply with the instructions of the cognizant Navy Medical Department with respect to avoidance of conditions which create a nuisance or which may be hazardous to the health of military or civilian personnel.

### **C.1.5.4 Disposal**

Debris, rubbish and unusable material resulting from the work under this contract may be disposed of on Government property in appropriate receptacles at the direction of the DGR or off Government property at the option of the SP. In either case, the SP must dispose of all hazardous waste in accordance with the Resource Conservation and Recovery Act and all other applicable Federal, State and local laws and regulations.

The Service Provider shall dispose of all privacy act information material IAW the Privacy Act of 1974.

### **C.1.5.5 Security Requirements**

The SP shall ensure that its employees have gone through the ANACI (Access National Agency Check with Written Inquiry) investigation through the NSWCDD Security Office.

#### **C.1.5.5.1 Security Training**

The Service Provider shall provide its employees with training required by DODINST 5220.22M, National Industrial Security Program. The Service Provider shall provide initial and follow-on training to its employees who work in Navy-controlled or restricted areas. Navy-controlled areas are explained in OPNAVINST 5510.1 series, DON Information and Personnel Security Program Regulation, and OPNAVINST 5530.14 series, DON Physical Security Program Manual.

#### **C.1.5.5.2 Passes, Badges and Employee Identification**

All Service Provider employees shall obtain the required employee and vehicle passes. The Service Provider shall submit to the DGR, before the start of the contract, an estimate of the number of personnel expected to be used at any one time on this Contract. The Government will issue badges without charge. Each Service Provider employee shall wear the Government-issued badge over the front of his/her outer clothing above the waist or higher. When an employee leaves the Service Provider's service, the employee's pass and badge shall be returned on the last day of employment with the Service Provider. The employee's pass and badge may be returned directly to the Service Provider or may be returned to the government Pass and ID Office on station. Passes and badges issued to Service Provider employees shall not negate the requirement for employee identification required below.

All Service Provider employees working under this Contract shall be identified by a distinctive nameplate, emblem, or patch attached in a prominent place on an outer garment. Employee identification shall not be substituted for station-required passes or badges.

#### **C.1.5.5.3 Key Control**

The Service Provider shall establish and implement key control procedures to ensure that keys issued to the Service Provider by the Government are properly safeguarded and not used by unauthorized personnel. The Service Provider shall not duplicate keys issued by the Government without the approval of the DGR.

The Service Provider shall immediately report any lost keys to the DGR. The Government will replace lost keys or perform re-keying. The Service Provider shall reimburse the Government for all costs associated with re-keying and replacing lost keys.

The Service Provider shall ensure that personnel other than current authorized Service Provider employees do not use Government-issued keys. Service Provider employees shall not use keys to open work areas for personnel other than Service Provider employees engaged in the performance of duties, unless authorized by the DGR.

The Service Provider shall not use combination locks to secure facilities. The use of combination locks by the Service Provider shall require that the combinations be provided to the DGR; this excludes the use of combination locks on personal gear, e.g., toolboxes and personal change lockers.

#### **C.1.5.5.4 Information Security**

The Service Provider shall maintain information security IAW DODINST 5220.22M, SECNAVINST 5239.3, and OPNAVINST 5510.36.

#### **C.1.5.5.5 Telephone Security**

The Government-furnished telephone service as described in C.3 shall be used for official business only. Government-furnished telephones are subject to security monitoring at all times. Use of these telephones constitutes consent to security monitoring. The Service Provider shall contact the DGR when changes/additions are required for any Government telephones or network lines.

#### **C.1.5.6 Safety Requirements and Reports**

The Service Provider's workspace may be periodically inspected for Occupational Safety and Health Administration (OSHA) and Navy violations. Abatement of violations shall be the responsibility of the Service Provider and/or the Government as determined by the DGR. The Service Provider shall provide assistance to the Safety Office escort and the Federal or State OSHA inspector if a complaint is filed. Any fines levied on the Service Provider by Federal or State OSHA offices due to safety/health violations shall be paid promptly.

The Service Provider shall report to the DGR, in the manner and on the forms prescribed by the Government, exposure data and all accidents resulting in death, trauma, or occupational disease. All accidents must be reported to the DGR within 24 hours of their occurrence.

The Service Provider shall submit to the DGR a full report of damage to Government property and/or equipment by Service Provider employees. All damage reports shall be submitted to the DGR within 24 hours of the occurrence.

#### **C.1.5.7 Identification of Service Provider Vehicles**

The company name shall be displayed on each of the Service Provider's vehicles in a manner and size that is clearly visible. All vehicles shall display a valid state license plate and safety inspection sticker, if applicable, and shall be maintained in good repair.

#### **C.1.6 SERVICE PROVIDER QUALITY CONTROL**

The Service Provider shall establish and maintain a complete quality control program in accordance with FAR 52.246-1 "INSPECTION OF SERVICES – FIXED PRICE," and the provisions of this paragraph. Service Provider-performed inspections are independent of those performed by the Government. The Service Provider shall perform quality control inspections before requesting acceptance of the work by the Government. The Service Provider's Project Manager and Quality Control Inspector shall attend the pre-performance meeting. The Quality Control Inspector shall also attend meetings with the DGR and other Government personnel to resolve quality considerations and problems that may arise in the course of work under this Contract.

The Service Provider shall prepare and maintain a Quality Control Plan that addresses the work performed under this Contract. A copy of the Quality Control Plan shall be kept on-site and made available to the Government upon request. The Service Provider shall submit the final Quality Control Plan for approval within 15 days after award of the Contract. The Plan will be reviewed for conformance with contract requirements and, if necessary, returned to the Service Provider for amendment. The Plan is essential for effective management of the Contract and the Service Provider shall have a Plan that is approved by the DGR prior to commencement of work under this Contract.

The Quality Control Plan shall include, but should not be limited to:

- A description of the inspection system that will be used to monitor and check the performance of work under this Contract. The description shall include specifics as to how the Service Provider will meet and measure each requirement in the Performance Requirements Summary. The measurement description must provide the type of measurement, the frequency and the measurement process.
- A description of the methods that the Service Provider will use for identifying and preventing defects in the quality of service performed.
- A description of the records to be kept to document inspections and corrective or preventative actions taken.
- A system to record each inspection and provide a monthly report of inspection results to the DGR throughout the contract period of performance.

#### **C.1.7 GOVERNMENT QUALITY ASSURANCE**

The Government will evaluate the Service Provider's performance using a Quality Assurance Surveillance Plan (QASP). The Government will record all surveillance observations. When an

observation indicates defective performance, the DGR will request the Service Provider's representative to initial the observation. Government verification inspections of services shall not constitute acceptance, nor replace the Service Provider's inspection or in any way relieve the Service Provider of any responsibility to take all actions necessary to ensure the highest quality of service. The Government reserves the right to inspect all Service Provider occupied facilities, operations, records, logs and other operational data at any time. The Service Provider shall provide documentation upon request from the DGR.

## **C.1.8 CONTINUITY OF OPERATIONS**

### **C.1.8.1 Transition Plan**

The period between Contract award and Contract start will constitute the Transition Period. The Service Provider shall submit a comprehensive Transition Plan as part of the Technical Proposal. A copy of the Transition Plan shall be kept on-site and available to the Government upon request. The Service Provider's Transition Plan shall ensure:

- A smooth transition from Contract award to full operational status (phase-in)
- A smooth transition from current Contract performance to performance by a different Service Provider in a follow-on period (phase-out)
- No interruption to performance as required in this Contract

#### **C.1.8.1.1 Phase-in Period**

During the Phase-in Period, the Service Provider shall prepare to assume full responsibility for all areas of operation in accordance with the terms and conditions of this Contract. The Service Provider shall work closely with the Government's Transition Team and take all actions necessary for a smooth transition of these contracted operations. This period will commence approximately 30 calendar days prior to the Contract start date. During the Phase-in Period, the Service Provider shall:

- Establish the Program Management Office
- Recruit and hire necessary personnel
- Obtain all required certifications, licenses and clearances
- Participate in joint inventories and take custody of Government-furnished Property
- Develop and submit required documentation
- Attend post-award meetings as required
- Accomplish necessary training to support the performance requirements

#### **C.1.8.1.2 Phase-out Period**

The phase-out section of the Transition Plan shall include provisions for completion of appropriate Service Provider responsibilities at the end of the contract period or upon contract termination, regardless of the reason. The Service Provider shall coordinate its activities with the incoming Service Provider or Government personnel to effect a smooth and orderly transition at the end of the Contract period and to minimize any impact on operational readiness. The Service Provider shall provide the successor Service Provider access to the site and to all Government

records on a non-interference basis during the transition phase-out period. The successor Service Provider shall also be permitted to observe the Service Provider performing work under this Contract on a non-interference basis during the phase-out period. The Service Provider shall retain full responsibility for all Contract requirements until completion of the phase-out period.

The Service Provider shall participate in joint inventories and return Government-furnished Property by the end of normal working hours on the last day of the Contract. The Service Provider shall also remove all Service Provider-owned belongings from Government-furnished spaces by the end of normal working hours on the last day of the Contract.

#### **C.1.8.2 Strike Contingency Plan**

If the Service Provider is a private sector organization, a Strike Contingency Plan shall be submitted as part of the Technical Proposal. The Service Provider shall not commence work under this Contract until the Strike Contingency Plan has been approved by the DGR. The Service Provider shall maintain and update the Plan. The Service Provider shall implement this Strike Contingency Plan for the continuation of services required by this Contract in the event of a work stoppage, slow down or similar action by Service Provider or sub-Service Provider employees. The Service Provider's Plan shall also provide for the continuation of sub-Service Provider services in the event that a sub-Service Provider is unable to satisfactorily perform. The Service Provider shall maintain a copy of this Strike Contingency Plan on-site. All work performed under the Strike Contingency Plan shall be at no additional cost to the Government.

#### **C.1.8.3 Service Provider Non-Performance**

The Government reserves the right to take over Contract performance in case of a labor strike or period of non-performance (e.g., bankruptcy, default) by the Service Provider's employees exceeding three workdays. In such event, exclusively Government-appointed employees and not a mix of Government and non-striking Service Provider employees shall perform the services. At the direction of the DGR, the Service Provider agrees to remove non-striking employees from the performance site and not to interfere in any way with Government performance. Under such circumstances, the Service Provider shall permit the Government to use any essential Service Provider-furnished property.



## C.2.0 DEFINITIONS AND ACRONYMS

### C.2.1 DEFINITIONS

**AUTODOC:** Automated Funding Document System is a Naval Sea Systems Command corporate-wide system designed to fully automate financial document processing.

**Christmas Shutdown:** Upon Command approval, the time period (between Christmas Day and New Year's Day) during which NSWDDL is shut down for normal business.

**Contracting Officer (KO):** A person with the authority to enter into, administer, and/or terminate Government contracts and make related determinations and findings. The term includes certain authorized representatives of the Contracting Officer acting within the limits of their authority as delegated by the Contracting Officer.

**Corporate Asset System (CAS):** The current mandated asset feeder system.

**Corporate Data Base (CDB):** The Dahlgren Division CDB (and associated interface, CDBWeb) is a data warehouse that stores a breadth of data across multiple years and from varied data sources. CDB provides the capability to do data reporting, mining, trending and analysis across business areas of interest to the Dahlgren Division. It contains financial data from DIFMS, personnel data from MODERN, leave data from DCPS, planning data from WIS, travel data from CTS, etc. It should be recognized that CDB is not a financial system, but a way of storing and viewing selected data, some of which is financial in nature.

**Corporate Travel System (CTS):** The current mandated travel feeder system.

**Defense Civilian Pay System (DCPS):** The current mandated payroll system.

**Defense Industrial Financial Management System (DIFMS):** The current mandated financial system.

**Designated Government Representative (DGR):** A Government employee designated by the Contracting Officer to act as an authorized representative for support of the Budget and Accounting Program. The DGR cannot act as an authorized representative in matters involving a change in the scope, price, terms or conditions of the Contract or task/delivery order.

**Facility:** A building, structure, or piece of equipment designed and created to serve the Budget and Accounting/Financial Program Support.

**Federal Holidays:** New Year's Day; Martin Luther King, Jr. Day; President's Day; Memorial Day; Independence Day; Labor Day; Columbus Day; Veteran's Day; Thanksgiving Day; Christmas Day.

**Government-Furnished Equipment (GFE):** Selected equipment furnished by the Government to a Service Provider.

**Government-Furnished Material (GFM):** Selected material furnished by the Government to a Service Provider.

**Government-Furnished Property (GFP):** Property in the possession of, or directly acquired by, the Government and subsequently made available to the Service Provider.

**Government Property:** All property owned, leased or acquired by the Government.

**Guard Mail:** Internal Mail.

**Industrial Logistics Support Management Information System (ILSMIS):** The current mandated supply feeder system.

**Maintenance/Repair:** The preservation or restoration of a piece of equipment, system, or facility to such condition that it may be used effectively for its designated purposes. Maintenance/repair may be adjustment, overhaul, reprocessing, or replacement of constituent parts or materials that are missing or have deteriorated by action of the elements or usage, or replacement of the entire unit or system if beyond economical repair.

**MOCAS:** Mechanization of Contract Administration Services is an integrated system supporting post-award contract administration assigned to Defense Contract Management Command (DCMC). It contains multi-service, high dollar contracts and progress payment information.

**Pre-validation:** A procedure that requires a proposed payment be identified and matched to its applicable proper supporting obligation that has been recorded in the official accounting system and that the line(s) of accounting cited on the payment match the data recorded in the accounting system.

**Quality Assurance (QA):** Those actions taken by the Government to assure that services provided by the Service Provider meet the requirements of the contract.

**Quality Assurance Evaluator (QAE):** The Government employee designated by the KO to monitor Service Provider performance.

**Quality Control (QC):** Those actions taken by a Service Provider to control the production of goods or services so that they meet the requirements of the contract.

**Service Provider (SP):** Refers to both the prime Service Provider and any sub-Service Providers. The prime Service Provider shall ensure sub-Service Providers comply with the provisions of this Contract.

**Standard Labor Data Collection And Distribution Application (SLDCADA):** The current mandated payroll feeder system.

**STARS:** Standard Accounting and Reporting System is the Navy interim migratory general fund accounting system. STARS has the capability to receive obligation data from the Navy and Marine Corps, prevalidate the expenditure to the obligation, use the payment and provide daily expenditure information back to the activities.

**Validate:** Review, Research, Analyze and Resolve.

### C.2.2 ACRONYMS

ACRN	Accounting Classification Reference Number
ADPE	Automated Data Processing Equipment
AICO	Authority to Initiate a Customer Order
ANACI	Access National Agency Check with Written Inquiries
AOR	Accumulated Operating Results
AP/ACR	Account's Payable/Accruals
AUTODOC	Automated Funding Document System (NAVSEA)
CAS	Corporate Asset System
CDB/CDBWEB	Corporate Database
CDSA	Combat Direction Systems Activity Dam Neck
CFC	Combined Federal Campaign
CLIN	Contract Line Item Number
COBRA	Computer Optimized Batch Reconciliation Application
COG	Cognizance
CON	Customer Order Number
CSD	Customer Support Desk
CSS	Coastal Systems Station Panama City
CTS	Corporate Travel System
DCMC	Defense Contract Management Command
DCPS	Defense Civilian Pay System
DFAS	Defense Finance and Accounting Service
DIFMS	Defense Industrial Financial Management System
DGR	Designated Government Representative
DL	Dahlgren Site
DOD	Department of Defense
DODINST	Department of Defense Instruction
DON	Department of the Navy
DRATS	Dahlgren Resource Allocation Tracking Software
DSN	Defense Switching Network
EOY	End of Year
FADA	Field Accounting Document Abstract
FAR	Federal Acquisition Regulations
FD	Funding Document
FEDSIM	Federal Systems Integration and Management Center
FMR	Financial Management Regulation
FRS	Financial Reporting System
FTP	File Transfer Protocol
FY	Fiscal Year
GBL	Government Bill Of Lading
GFE	Government-Furnished Equipment
GFI	Government-Furnished Information
GFM	Government-Furnished Materials

GFP	Government-Furnished Property
GTR	Government Transportation Request
HAZMAT	Hazardous Material
HCM	Headquarters Claimant Module (STARS)
IAW	In Accordance With
ICP	Integrated Cash Process
ILSMIS	Integrated Logistics Support Management Information System
JFTR	Joint Federal Travel Regulation
JON	Job Order Number
JTR	Joint Travel Regulation
KO	Contracting Officer
LOA	Line Of Accounting
MADR	Maximum Allowable Defect Rate
MIPR	Military Interdepartmental Purchase Request
MOCAS	Mechanization of Contract Administration Services
NAVCOMPT	Navy Comptroller
NAVPTO	Navy Passenger Transportation Office
NAVSEA	Naval Sea Systems Command
NOR	Net Operating Results
NOR	New Orders Received
NSWCDD	Naval Surface Warfare Center, Dahlgren Division
NSWC DL	Naval Surface Warfare Center, Dahlgren Site
OPNAVINST	Operating Naval Instruction
OSD	Office of the Secretary of Defense
OSHA	Occupational Safety and Health Administration
QA	Quality Assurance
QAE	Quality Assurance Evaluator
QASP	Quality Assurance Surveillance Plan
QC	Quality Control
QLP	Query Language Process
RCP	Request for Contractual Procurement
ROICC	Resident Officer In Charge of Construction
SATO	Scheduled Airline Ticket Office
SECNAVINST	Secretary of the Navy Instruction
SLDCADA	Standard Labor Data Collection And Distribution Application
SOA	Sponsor Order Acceptance
SOP	Standard Operating Procedure
SP	Service Provider
STARS	Standard Accounting And Reporting System
SWT	Service Wide Transportation
TO	Travel Order
TOF	Transfer Of Funds
UIC	Unit Identification Code
WIS	Workload Information System
WR	Work Request



### **C.3.0 GOVERNMENT-FURNISHED PROPERTY AND SERVICES**

The Government will provide, without cost, all facilities, equipment, materials and services listed below in as-is condition. Government-Furnished Property (GFP) encompasses Government-Furnished Facilities (GFF), Government-Furnished Equipment (GFE) Government-Furnished Material (GFM) and Government-Furnished Information (GFI).

#### **C.3.1 GOVERNMENT-FURNISHED PROPERTY**

##### **C.3.1.1 Government-Furnished Facilities**

The Government will furnish or make available to the Service Provider the facilities described in TE-3: Government-Furnished Facilities. The Service Provider shall maintain such spaces to the same standards as similar spaces occupied by the Government and use such space only in performance of work under this Contract.

The Service Provider shall not make any alterations or improvements to facilities except with the written permission of the DGR. Any such alterations or improvements become the property of the Government.

Government personnel shall have access to all Government-furnished facilities provided to the Service Provider. Government personnel may perform unscheduled visits during normal working hours.

The Government reserves the right to reallocate, and relocate, assigned facilities during the term of this Contract. The Government retains the authority to modify or realign facilities and spaces provided to the Service Provider based upon current Navy guidelines for space utilization, mission and personnel requirements of the Service Provider.

Upon termination of this Contract, assigned facilities shall be returned in a condition at least equal to that existing when the Service Provider assumed responsibility for the facilities, reasonable wear and tear and approved modifications excepted.

##### **C.3.1.2 Government-Furnished Equipment**

The Government will furnish or make available to the Service Provider the tools and equipment listed in TE-4: Government-furnished Equipment. The Government-Furnished Equipment (GFE) will be available to the Service Provider at the Contract start date. The exact quantity and nomenclature of equipment on-hand at Contract start may vary from that listed in applicable Technical Exhibits.

###### **C.3.1.2.1 Joint Inventory**

Verification of the condition, exact quantities and nomenclature of equipment furnished to the Service Provider shall be determined by a joint inventory before Contract start. A joint inventory must be done no later than five calendar days before start of the Contract, within ten calendar days of the start of any option periods, and no later than ten calendar days before completion of the Contract period (including any option periods). The Service Provider and a Government representative (identified by the DGR) shall conduct a joint inventory of all GFE and the Service Provider shall sign a receipt for all equipment furnished by the Government. The Service Provider and the Government representative shall jointly determine the working order and condition of all equipment and document their findings on the inventory. The Service Provider shall have the option of accepting all, a portion, or none of the items inventoried. All Government property accepted by the Service Provider shall be accepted "as is" at the start of this Contract and shall be considered to be in a serviceable condition. All equipment not accepted by the Service Provider

shall be returned to the Government for disposition by the Contract start date. Upon termination of this Contract, GFE shall be returned to the Government in a condition at least equal to that existing when the Service Provider assumed responsibility for the equipment, reasonable wear and tear excepted.

#### **C.3.1.2.2 Turn-in of Government-Furnished Equipment**

When GFE is beyond economical repair due to normal wear and tear as determined by the Government, or otherwise no longer required by the Service Provider, the equipment shall be returned to the Government. Turn-in of GFE shall not relieve the Service Provider of responsibility for full performance of Contract requirements.

#### **C.3.1.2.3 Replacement of Government-furnished Equipment**

The Service Provider shall replace any GFE, at no cost to the Government, if damaged beyond economical repair due to the Service Provider's negligence. Title to such replaced equipment shall be vested in the Government.

#### **C.3.1.3 Government-Furnished Materials**

The Government will furnish or make available to the Service Provider the materials described in TE-5: Government-Furnished Material, for the performance of this Contract, for the duration of this Contract. The Service Provider shall be responsible for keeping adequate materials on hand for performance of this Contract according to its terms. If additional materials are authorized by this Contract, the Service Provider shall request such additional materials by providing a written request to the DGR at least 60 calendar days before the required delivery date of the materials. Non-availability of materials shall not relieve the Service Provider of the quality and timeliness performance requirements of this Contract. At the conclusion of the Contract period, the Service Provider shall return all residual inventories to the Government.

#### **C.3.1.4 Government-Furnished Records**

The Government shall furnish those records listed in Technical Exhibit 6. These records may include pending requisitions for equipment to be furnished to the SP, pending project case files required for contract performance or control logs or registers, which the serially sequenced entries shall be continued by the Service Provider. A Standard Form (SF) 135, Records Transmittal and Receipt, will be prepared for all records transferred, unless the government keeps a duplicate record copy. All records transferred to the Service Provider will only be returned to the government if specifically required by this contract.

#### **C.3.1.5 Government-Furnished Vehicles**

The Government shall not provide any government furnished vehicles in the contract IAW the Navy Drivers Handbook, NAVFAC MO-403 NAVFAC 0525-LP-173-5200.

#### **C.3.2 GOVERNMENT-FURNISHED INFORMATION**

GFI consists of the records, publications, manuals, documents and software currently used by the Navy in its operations at NSWCD as listed in Section C-6 and Technical Exhibit 6. Standard Operating Procedures (SOPs) will also be provided to the Service Provider during the phase-in period for use "as-is" or as guidance. The Service Provider and DGR shall jointly inventory the GFI before the end of the phase-in period and the Government will release the GFI to the Service Provider at the end of the phase-in period. The Service Provider shall be responsible for

maintaining GFI. At the termination of the contract, the Service Provider shall return all GFI to the Government.

### **C.3.3 GOVERNMENT-FURNISHED SERVICES**

The Government will provide the services described below to facilitate the Service Provider's performance. Government-furnished services shall be used only for performance of work under this Contract.

#### **C.3.3.1 Government-Furnished Utilities**

The Government will provide utilities for Government-furnished facilities specified in TE-3: Government-furnished Facilities. Government-furnished utilities include heating and cooling, electricity, water, and sewage. Utilities will be provided within the existing delivery systems for those utilities.

The Service Provider shall have access to DSN and long distance telephone service and shall comply with regulatory requirements. The Government will provide existing telephones, telephone service and voice mail within the facilities specified in TE-3: Government-furnished Facilities. Additional telephone lines shall be at the Service Provider's expense. The Service Provider shall maintain documentation regarding long-distance calls verifying the use of calls as Contract-related. The Service Provider shall make long-distance call documentation available for Government review upon request.

The Service Provider shall take all actions necessary to ensure proper conservation of utilities.

#### **C.3.3.2 Facility Maintenance**

The Government will provide maintenance and repair services for Government-furnished facilities and related utility systems. The Service Provider shall bear the expense for repair of any damage, beyond normal wear and tear, caused by Service Provider employees. The Service Provider shall notify the DGR in writing when obvious building alterations, repairs, or maintenance are required.

#### **C.3.3.3 Refuse and Recycling Collection**

The Government will provide refuse collection from existing NSWCCD dumpsters. The Service Provider shall dispose of refuse in base dumpsters.

The Service Provider shall not dispose of flammable liquids, mineral spirits, oil, lubricants, or other flammable or hazardous materials in base dumpsters. The Service Provider shall contact the Environmental Office for a suitable location for hazardous and flammable material disposal.

The Service Provider shall comply with all NSWCCD recycling programs.

#### **C.3.3.4 Pest Management**

The Government will provide pest management services for Government-furnished facilities. The Service Provider shall cooperate with any regularly scheduled pest management services and shall notify the DGR in writing when unscheduled pest management services are required.

#### **C.3.3.5 Custodial Service**

The Government will provide custodial services in administrative and restroom areas of Government-furnished facilities. The Service Provider shall be responsible for general cleanup inside Government-furnished facilities.



#### **C.3.3.6 Security Police and Fire Protection**

The Government will provide 24-hour police and fire protection services. Emergency telephone numbers will be provided to the Service Provider before Contract start.

#### **C.4.0 SERVICE PROVIDER-FURNISHED ITEMS**

Except for items listed in paragraph C.3, the Service Provider shall provide all facilities, equipment, materials, and services to perform the requirements of this Contract.

#### **C.4.1 SERVICE PROVIDER-FURNISHED EQUIPMENT AND TOOLS**

All equipment, including motor vehicles and administrative equipment furnished by the Service Provider, shall be clearly and permanently marked with the Service Provider's name or logo for ready identification. All Service Provider equipment shall meet OSHA requirements. All equipment must be properly rated and be capable of operating on existing building circuitry. The Service Provider shall prevent the operation or attempted operation of electrical equipment or combinations of equipment that require power exceeding the capability of existing building circuits.

##### **C.4.1.1 Service Provider Furnished Vehicles**

The Service Provider shall furnish the vehicles necessary to provide mail and courier services under this contract and to transport the Service Provider and equipment from their worksite to various sites and units in and around Dahlgren.

## **C.5.0 SPECIFIC REQUIREMENTS**

The Service Provider shall provide all labor, supervision, tools, materials, equipment, and transportation necessary, unless otherwise specified herein, to provide the Budget and Accounting function. The Service Provider shall meet the performance requirements of this Work Statement, summarized in TE-1: Performance Requirements Summary. Projected annual workload for work under this Contract is shown in TE-8: Projected Annual Workload.

Budget and Accounting include services in the following areas:

- Financial Transactions
- Financial Customer Service
- Financial Systems
- Financial Information

### **C.5.1 PROCESS FINANCIAL TRANSACTIONS**

The Service Provider (SP) shall provide financial products and processes and analysis of same. This includes providing input to principles and policies concerning financial management and prescribing procedures for financial functions to include budgeting and accounting. This also includes organizing, administering and processing financial transactions, advising management and Command as required and recommending solutions.

#### **C.5.1.1 Process Funding**

The SP shall process new sponsor orders and amendments to existing sponsor orders.

##### **C.5.1.1.1 Process Incoming Sponsor Orders**

The SP shall validate incoming sponsor orders, to include basic documents, amendments and revisions to acceptances of existing orders, IAW the Financial Management Regulations (FMR), SOPs and applicable directives and guidance. The sponsor orders are received by, but not limited to, AUTODOC, fax, mail, Portable Document Format (PDF) or through an end-user. The SP shall maintain a log and provide a Sponsor Order Acceptance (SOA) to the appropriate end-user for acceptance or rejection of the funding. Upon returned receipt of the SOA from the end-user, the SP shall prepare the document for acceptance/rejection by the Budget Officer. For accepted funding, the SP shall provide a Customer Order Number (CON) to the funding document and enter the new order into the financial system and, if required, the Supply feeder system/the travel feeder system. The SP shall provide notice of acceptance/rejection to the sponsor activity of the funding document within 10 working days after receipt of the funding document, IAW FMR, using agreed upon methodology for that activity. The SP shall provide a copy of the signed acceptance/rejection to the end user, (and Contracts, if Direct Cite) and maintain a file IAW the SOP.

##### **C.5.1.1.2 Process Direct and Indirect Funding**

The SP shall review, research, analyze and resolve customer requirements IAW the FMR, SOPs and applicable directives and guidance. The systems specified in T.E.2 shall be utilized. The SP shall assist customers (including Administrative Officers, Program Managers and Analysts) by providing obligation and expense information. The SP shall receive, via email, requests to

establish Indirect Funding accounts in the financial system. Based on overhead allocation, IAW SOPs, the SP shall determine the category of indirect funding and shall input appropriate transaction data into the financial system. The SP shall, upon customer request, create and maintain funding structure within the financial system to accommodate cost accounting requirements, IAW the FMR, SOPs and applicable directives and guidance.

#### **C.5.1.1.3 Process Outgoing Funding**

The SP shall receive and validate automated requests from the Supply feeder system; if coded incorrectly, the SP shall route requests to Supply. The SP shall obtain Streamline Requisitions daily from the Supply feeder system. The SP shall research required information in the financial system. The SP shall approve or reject streamline requisitions IAW with the FMR, SOPs, applicable instructions and directives. If the requisition is approved, the SP shall prepare and provide the transfer of funds document to the Budget Officer for authorization signature. Upon authorization signature, the SP shall provide a signed transfer of funds document to performing activity. The SP shall provide a copy to the end user. The SP shall maintain a log and a funding history file. The SP shall provide follow-up with the performing activity if acceptance is not received. If requisition for transfer of funds is rejected, the SP shall process the de-commitment in the supply feeder system. Upon receipt of the signed acceptance from the performing activity, the SP shall input the obligation for accepted funds and process the de-commitment in the Supply feeder system and file IAW SOPs, applicable instructions and directives.

#### **C.5.1.2 Validate Existing Transactions**

##### **C.5.1.2.1 Validate Commitments, Obligations, Expenses/Accruals**

The SP shall validate commitments and obligations, on a tri-annual basis, IAW DOD FMR. The SP shall obtain commitment and obligation information from the financial system. The SP shall review, research, analyze and resolve all outstanding Commitments and Obligations after receipt of request.

The SP shall validate expenses/accruals IAW Management's schedule. The SP shall obtain expense/accrual information from the financial system. The SP shall review, research, analyze and resolve all expenses/accruals after receipt of request.

Annually, the SP shall reconcile the balances in the accounts payable accounts to the supporting documentation, IAW FMR. The SP shall request write-off authority (or permission to make adjustments) for invalid accounts payable from the activity Comptroller (via the Accounting Officer), IAW NAVCOMPT. Upon Comptroller approval (via the Accounting Officer), the SP shall write-off the invalid accounts payable IAW NAVCOMPT.

##### **C.5.1.2.2 Validate "M Status" Requests**

The SP shall validate "M Status" requests IAW DOD FMR. The "M Status" requests are received by fax from DFAS Charleston. If needed, the SP shall retrieve a copy of the appropriate invoices for validation. The SP shall determine if sufficient funds are available for payment. If the request is not valid, the SP shall reject the "M Status" request. If the request is valid but sufficient expenses have not been processed for payment, the SP shall ensure that the appropriate financial transactions are created in the supply feeder system and the financial system to allow payment to be made. The SP shall notify the requestor that payment may be made.

#### C.5.1.2.3 Validate “Invoice Pre-Validation” Requests

The SP shall validate “Invoice Pre-Validation” Requests IAW DOD FMR. These “pre-validation requests” are received by email or fax. The SP shall determine if the “pre-validation request” is valid, should be paid and if sufficient funds are available for payment. If the “pre-validation request” is not valid, the SP shall reject the “pre-validation request”. If the “pre-validation request” is valid but sufficient expenses have not been processed, the SP shall ensure that the appropriate financial transactions are created in the supply feeder system and the financial system to allow payment to be made. The SP shall notify the requestor that payment may be made.

#### C.5.1.2.4 Validate Liquidations

The SP shall, retrieve information on liquidations from the financial system. The SP shall validate the information and ensure that the supply feeder system and the financial system are in balance.

#### C.5.1.2.5 Validate UMDs (Unmatched Disbursements)

The SP shall, retrieve information on UMDs from the financial system IAW FMR. The SP shall research transactions to determine if valid or invalid. If invalid, the SP shall take necessary steps to remove transactions from our Line of Accounting (LOA) and have the transactions processed to the appropriate LOA. If valid, the SP shall take appropriate steps to review, research, analyze and resolve the UMDs and ensure correct transactions are processed in the supply feeder system and the financial system.

#### C.5.1.2.6 Validate ICP (Integrated Cash Process) Transactions

The SP shall receive Integrated Cash Process (ICP) transactions via email. The SP shall review, research, analyze and resolve ICP transactions to ensure sufficient expenses have been processed, document is in an “open” status and Job Order Number (JON) is in an “unrestricted” status to enable liquidation of the cash transaction and avoid unmatched disbursements.

#### C.5.1.2.7 Validate Purchase Card Transactions

The SP shall receive a hardcopy of the purchase card Account Cycle Report (TBR400 report) and establish the financial transactions for NSWCD in the supply feeder system to allow eventual payment of the invoice. The SP shall receive, validate and balance hard copies of the Dahlgren site Approving Official Statements/Invoices. The SP shall calculate the appropriate amount for payment. The SP shall prepare a certification sheet for each Approving Official Invoice and forward to the certifying officer for signature. The SP shall distribute same to DFAS Charleston for payment. The SP shall run the cash release process and retrieve liquidation information from the financial system to validate that all invoice amounts have been paid and liquidated for Dahlgren, Dam Neck and Panama City.

The SP shall retrieve information on asset/liability balances from the financial system related to purchase card transactions. The SP shall validate a random sampling of transactions to ensure the transactions have processed correctly in the supply feeder system and the financial system. If system errors are found, the SP shall identify the potential system error, analyze the potential causes and effects of the error and coordinate with the external systems analysts for the feeder and financial systems to ensure valid transactions are being processed within the systems.

### **C.5.1.3 Process New Transactions**

#### **C.5.1.3.1 Process/Validate Invoices and Vouchers**

The SP shall receive invoices or SF1164s via, but not limited to, U.S. mail, FEDEX, email, fax or hand-delivery. The SP shall date-stamp IAW Prompt Payment Act, FMR, JTR and FAR. The SP shall determine if the invoice is in proper format IAW the terms of the Prompt Payment Act and the FMR. If the format of the invoice is invalid, the SP shall contact the vendor to request missing information or return invoice to vendor. If invoice is in valid format, the SP shall obtain a copy of the contract to determine that the invoice is appropriate IAW the terms of the contract. If the invoice is not appropriate IAW the terms of the contract, the SP shall contact the vendor for appropriate information or return the invoice to the vendor. If the invoice is appropriate IAW the terms of the contract and is a service contract, the SP shall track the invoice and forward to end user for 'receipt and acceptance' signature. The SP shall review, research and analyze financial transactions in the supply and financial systems to ensure sufficient expenses have been processed for invoice payment and government authority has acknowledged receipt of goods and services. The SP shall prepare the invoice for payment by attaching a completed certification sheet (if required). The SP shall forward to the certifying officer for signature.

If the invoice is received by the SP with a signed 'receipt and acceptance' sheet already attached, the SP shall validate this signed 'receipt and acceptance' sheet against the funding information in the supply and financial systems; if the sheet is correct, the SP shall prepare the invoice for payment by attaching a completed certification sheet (if required). The SP shall forward to the certifying officer for signature and submit the invoice and completed signed certification sheet to the appropriate paying office for payment.

#### **C.5.1.3.2 Process Accrual Requests**

The SP shall process Accrual Requests IAW management requirements and NAVCOMPT. The SP shall obtain information on accrual requests from the end-user. The SP shall validate and process all necessary transactions in the supply feeder system and the financial system.

The SP shall process automatic accruals at management's request. The SP receives a listing of requested accruals. The SP shall code the transactions in the financial system to allow the system to process 'periodic' accruals.

#### **C.5.1.3.3 Process Obligations**

The SP shall receive Reimbursable-funding documents via email or hard copy. The SP shall process the obligation of the funding in the financial system.

The SP shall receive Outgoing Direct Cite funding documents via email or hard copy. The SP shall obtain a copy of the appropriate contract and process the obligation of the funding in the financial system.

### **C.5.1.4 Delete Transactions and Close-Out Records**

The SP shall retrieve and delete zero balance records from the financial system and close-out validated travel or other records.

### **C.5.1.5 Maintain Records and Logs**

The SP shall maintain records and logs related to Budget, Accounting, Payroll, Travel, Vendor Pay and Customer Service IAW DOD FMR. The SP shall maintain a tickler system for all action correspondence. The SP shall maintain a tracking system for NSWCDL financial records. The SP shall review and purge records and dispose of records in accordance with SECNAVINST. The SP shall provide documentation for approval by the NSWCDL DGR before records are destroyed or transferred to the records repository.

## **C.5.2 PROVIDE FINANCIAL CUSTOMER SERVICE**

### **C.5.2.1 Provide Budget Services**

#### **C.5.2.1.1 Provide Funding History**

The SP shall receive, via email, telephone, fax or hardcopy, requests to provide funding history when financial information is missing or inadequate at the sponsor level. The SP shall provide copies of financial information that is available to assist sponsors in the validation, reconciliation and balancing of records.

#### **C.5.2.1.2 Provide Appropriation Information**

The SP shall receive, via email or telephone, requests to provide appropriation information. The SP shall validate the request and provide the documented information back to the end-user. For appropriations that are not documented, the SP shall contact the appropriate sponsor and request hardcopy documentation to validate the request.

### **C.5.2.2 Provide Payroll Services**

The SP shall provide support services to assist DFAS Charleston to insure that each employee of NSWCDL is paid accurately and timely. The SP shall respond to customer inquiries, maintain regular communication with DFAS Charleston, correct labor transactions in the payroll system and train timekeepers and other users on the civilian pay feeder system.

#### **C.5.2.2.1 Process Leave**

The SP shall process requests to research leave discrepancies. The SP shall gather appropriate information from the employee and validate information in the payroll system. If the information is correct as stated, the SP shall counsel the employee as to the entitlements as they relate to payroll. If the information is incorrect as stated, the SP shall request the appropriate documentation needed to process appropriate changes.

##### **C.5.2.2.1.1 Process Leave Donor Requests**

The SP shall process leave recipient and leave donor requests. The SP shall ensure that the leave recipient request, OPM 630, and the leave donor request, OPM 630-A or OPM 630-B, have been processed through the appropriate chain of command for approval; if not, the SP shall contact the employee or supervisor to counsel on appropriate paperwork path. When the SP receives the approved leave recipient and leave donor requests, the SP shall make appropriate annotations in the payroll system to indicate the employees have leave recipient and leave donor approval. The SP shall also notify DFAS Charleston of the employee's approval for participation in the program.

When the medical emergency for the employee has ended, upon notification by the employee, the SP shall terminate the leave donor approval indicator in the payroll system. The SP shall also notify DFAS Charleston of the employee's termination from the program.

The SP shall revise and distribute the Donor Voluntary Leave Transfer Program information/listing to all NSWCDL and tenant activity employees.

#### C.5.2.2.1.2 Process Advanced/Restored Leave Requests

The SP shall validate and process requests for Advanced/Restored Leave. The SP shall provide, to the appropriate timekeeper, the correct coding instructions and process the request in the payroll system. The SP shall advise employees on remaining hours available.

#### C.5.2.2.1.3 Validate Military, Court and Administrative Leave

The SP shall receive documentation from employees who have used military or court leave. The SP shall validate, in the payroll system, that the appropriate documentation has been received to validate the leave taken. The SP shall run an Outstanding Leave Documentation Report to indicate where military or court leave has been taken but backup documentation has not been supplied. The SP shall contact employees on this report to request appropriate backup documentation; if documentation is not provided, the SP shall enter the payroll system and change the military or court leave to annual leave.

The SP shall receive letters of approval from the Commander granting administrative leave to employees for volunteer activities. The SP shall maintain a file copy of approvals. The SP shall retrieve data from the financial system to indicate those employees using volunteer administrative leave. The SP shall verify that the maximum available balance has not been exceeded for these employees.

#### C.5.2.2.2 Process Payroll

##### C.5.2.2.2.1 Process Payroll Adjustments

The SP shall receive requests from employees or Personnel to research incorrect payroll information. The SP shall validate the requests and make necessary timecard adjustments. The SP shall verify that retroactive adjustments are made and, if required, that additional funds are disbursed to employees or coordinate employee indebtedness schedules with DFAS Charleston.

##### C.5.2.2.2.2 Process Pay Updates

The SP shall receive documents from employees updating payroll information, such as tax forms, address forms, savings bonds, allotments, direct deposit, union dues or charities. The SP shall verify these forms for accuracy of data, process the forms and enter necessary information into the payroll system. The SP shall maintain these forms.

##### C.5.2.2.2.3 Process Requests for Special Pays

The SP shall receive information, from the system or from an employee, that a paycheck will not or has not been issued to or received by the employee. The SP shall determine from the payroll system whether a check has been generated. If the check has been generated, the SP shall have the employee complete DD Form 2660 to request a recertified check. The SP shall contact DFAS Cleveland to notify them of the Request for Special Pay. If the check was not issued, the SP shall complete NAVCOMPT FORM 2095 requesting a Special Pay Authorization. The SP shall make



necessary changes in the payroll system to generate payroll information for the employee, process appropriate documentation and forward to DFAS Charleston to have the check issued.

#### C.5.2.2.2.4 Process Payroll Reports

The SP shall obtain information from the payroll system regarding missing time and attendance, invalid transactions and conversion of hours. The SP shall validate all transactions for accuracy, making necessary corrections in the payroll system or contacting the employee for verification and additional information.

#### C.5.2.2.2.5 Request CAR (Charleston Action Request) Resolutions and REMEDY

The SP shall request CAR and REMEDY resolutions for payroll issues and problems that cannot be resolved on site. The SP shall utilize the web-based systems to document specific problems, enter tracking information related to the problem and provide specific instructions or guidance as to the source of the issue or problem. The information will be assigned a tracking number and routed to the appropriate subject-matter expert at DFAS Charleston. Once a solution is found, DFAS Charleston will contact the SP with the tracking information and the resolution of the issue or problem. The SP shall contact the employee to explain the resolution of the problem and inform him of steps to be taken.

#### C.5.2.2.2.6 Process Time and Attendance

The SP shall collect hard copy Time and Attendance sheets, for employees submitting corrected timecards. Time and Attendance sheets will be received in person or via fax or email. The SP shall validate and process hard copy corrected Time and Attendance sheets into the payroll system. The SP shall input Time and Attendance corrections, for designated employees.

#### C.5.2.2.3 Process Payroll Customer Requests

The SP shall respond to requests to perform research and provide payroll information related to a specific incident, such as child support, bankruptcy, garnishments, alimony, etc. These requests are received via U.S. mail, fax or email.

The SP shall receive requests to verify employment. These requests are received via telephone, U.S. mail, fax or email and are received.

The SP shall receive requests to provide verification of employment for former employees. The requests are validated for legitimacy and specific information is provided, dependent on the format of the request.

The SP shall receive documentation from Personnel related to new employees. The SP shall validate all information and enter it into the payroll system to establish the new employee records.

The SP shall receive requests to process work schedule changes. The SP shall validate the work schedule change against information recorded in the payroll system. If the work schedule has caused payroll errors, the SP shall process the necessary transactions in the payroll systems to ensure the employee is paid correctly.

### **C.5.2.3 Provide Travel Services**

#### **C.5.2.3.1 Process Travel Orders**

The SP shall receive electronic and paper copies of civilian and military travel orders. The SP shall validate the information listed on the travel order for accuracy. If the travel order contains erroneous information, the SP shall reject the travel order and return to the end-user for correction(s). The SP shall approve the electronic travel orders for travel authorization in the travel feeder system, print a hard copy and forward to the certifying official for signature. The SP shall approve the paper copies of travel orders for travel authorization and enter the data into the financial system. The SP shall distribute certified travel orders (with one photocopy) requiring airline tickets to the Scheduled Airline Ticket Office (SATO). The SP shall distribute certified travel orders for driving travelers to the travelers.

The SP shall receive travel orders reflecting Lines of Accounting (LOA) related to other activities but for NSWCDL travelers. The SP shall forward to certifying official for signature and distribute to the traveler.

The SP shall process Long Term Travel Orders (travel assignments greater than 180 days). The SP shall receive an electronic request for long-term travel along with documentation requesting a Cost Analysis for External Assignments. Once the determination has been made that it is Long Term Travel, the SP shall ensure that the Per Diem obligation set up in the travel system has been reduced appropriately and that the orders have gone through the appropriate approval path. If the travel order contains erroneous information, the SP shall reject the travel order back to the end-user for correction(s). The SP shall process the electronic travel orders for travel authorization in the travel feeder system, print a hard copy and forward to the certifying official for signature. The SP shall distribute certified travel orders back to the end-user.

The SP shall process all travel orders IAW the JTR, the FMR and Navy instructions and directives.

##### **C.5.2.3.1.1 Analyze and Prepare Cost Analysis for External Assignments**

The SP shall receive requests to analyze and prepare a Cost Analysis for External Assignments IAW NAVSEA Dahlgren Surface Warfare Center Division External Assignment Manual (7 March 2002). Requests are received by fax, email or telephone. The SP shall contact the traveler to obtain information regarding finances, family information, etc. The SP shall prepare, analyze and validate the Cost Analysis and make the recommendation as to the type of travel. The SP shall distribute the Cost Analysis to the traveler's department for final approval and preparation of the appropriate paperwork.

##### **C.5.2.3.1.2 Initiate Cash Advances**

The SP shall request a cash advance when an employee must go on government travel but does not possess a government travel card. The SP shall make appropriate annotation on the travel order, IAW JTR.

##### **C.5.2.3.2 Process Travel Claims**

The SP shall receive travel claims via (but not limited to) US mail, fax, guard mail, hand delivery, etc. The SP shall process travel claims IAW the JTR, the FMR and Navy instructions and directives. The SP shall, for SF1164 claims related to travel, validate the transaction and enter the necessary data into the travel feeder system. The SP shall, for SF1164 claims related to non-

travel related expenses, validate the transaction and enter the necessary data into the financial system.

The SP shall, for DD Form 1351-2 and Invitational travel claims, validate the claims and submit to the appropriate paying office for payment.

The SP shall, for DD Form 1614 travel claims, provide individual counseling services for the traveler, validate the claims and submit to the appropriate paying office for payment.

If a long-term assignment exceeds one year in length, the SP shall provide additional counseling services to the traveler regarding tax implications.

#### C.5.2.3.2.1 Establish Electronic Funds Transfer

The SP shall assist employees in establishing electronic funds transfer. The SP shall provide appropriate forms to the employee. Upon receipt of returned forms, the SP shall validate the information and forward to the appropriate pay office for further processing.

#### C.5.2.3.2.2 Track Travel Claims Through Payment

The SP shall provide assistance to travelers who are experiencing discrepancies or delays in the payment of their travel claims. The SP shall validate the travel claim information in the travel system for accuracy. The SP shall then contact the appropriate pay office for payment status.

#### C.5.2.3.2.3 Assist in Correction of Travel Discrepancies

The SP shall provide assistance in the correction of travel discrepancies. The SP shall validate the information in the travel system for accuracy. If data is inaccurate, the SP shall contact the appropriate pay office to request appropriate corrections. If the data is correct, the SP shall explain to the traveler the entitlements received in relation to the travel performed.

#### C.5.2.3.3 Process Travel Cancellations

The SP shall receive, via email, fax, telephone or hard copy, requests from travelers to cancel travel orders. The SP shall cancel the travel order in the travel system, initiating the de-commitment or de-obligation of the funding. If commercial transportation was requested, the SP shall coordinate with SATO to cancel the request.

#### C.5.2.3.4 Process Government Travel Credit Card Application/Updates

The SP shall provide liaison service for travel card issues, questions or concerns between Dahlgren travel cardholders and the bank issuing the card. The SP shall approve the issue of new or replacement travel cards, suspension of cards and changing the credit limit on cards. The SP shall provide the CO and the affected Department a list of travel cardholders who are 60 or more days late in making complete payment on their travel card purchases. The SP shall research and resolve questions posed by the issuing bank on travel card problems or concerns.

#### C.5.2.3.5 Process Centrally Billed Reconciliation Report

The SP shall receive via email or through STARS, a Centrally Billed Reconciliation Report for Transportation Requests and, through the Government Transportation Services (GTS) website, an error listing. The SP shall utilize this information to perform Centrally Billed Account (CBA) reconciliation. The SP shall validate each transaction to ensure the appropriate financial transactions are established to allow payment of transportation requests and to avoid suspension of the CBA account for the Dahlgren and Dam Neck sites. The validation of this information also

aids in the prevention of unmatched disbursements. After reconciliation is performed, the SP shall inform NAVPTO (Navy Passenger Transportation Office) of results.

#### **C.5.2.4 Provide Accounting Operations Services**

The SP shall provide a variety of accounting operations services to each department or site of the Division. The services involve customer service functions, which include the tracking and forwarding of invoices to end user for signature. The SP shall be responsible for posting accounting transactions, managing the accounting aspects of the purchase card program, the review and maintenance of accounting records for inventory, posting commitments, obligations and cost transactions, the research and resolution of unallocated or suspended invoices, the clearing of unmatched transactions (to include both unmatched disbursements and collections), the communication and implementation of site accounting rules and regulations, the operations and maintenance of site financial feeder systems and the provisions of departmental and site financial advisory services.

The SP shall provide financial products and processes and analysis of same. This includes planning, directing and executing financial management operations, developing policies and implementing actions to promote economy and efficiency in the use of NSWCD resources and ensuring the proper development, maintenance and integration of financial management information systems.

##### **C.5.2.4.1 Provide Accounting Historical Data**

The SP shall be responsible for the development and operation of accounting processes and procedures that are necessary to maintain NSWCD subsidiary ledgers and records as required by local and higher authority. The SP shall maintain financial records on all assets and liabilities. The SP shall provide and maintain copies of accounting policy, guidelines and instructions to assure NSWCD compliance with accounting policy promulgated by higher authority. The SP shall provide documentation and analysis information to management, upon request.

##### **C.5.2.4.2 Process Financial Transaction Adjustments**

The SP shall process financial transaction adjustments, usually caused by requirement changes, which are requested by internal and external customers. These transactions are not able to process as defined within the financial system but are required to ensure accurate financial records. The SP shall process financial transactions, in close conjunction with internal and external customers, to allow these exceptions and changes to process as necessary.

#### **C.5.2.5 Provide Mail Services**

The SP shall provide mail collection and delivery services. Mail is delivered by the United States Postal Service (USPS), Federal Express (FEDEX), United Parcel Service (UPS) and Guard Mail (internal) on station. The SP shall go to the designated distribution point, normally located within the same building, and transport mail containers and packages between the designated distribution point and the SP's work area. The SP shall sort and file mail in appropriate bins. The SP shall deliver incoming mail to addressees. The SP shall separate and prepare for dispatch controlled and uncontrolled mail. The SP shall ensure proper identification and accounting of controlled mail.

The SP shall ensure that an employee authorized to sign for controlled mail is available in the work area throughout normal working hours for receipt of such mail.

The SP shall open unidentified mail to determine the appropriate recipient for distribution.

The SP shall pick up incoming Guard Mail and misdirected USPS mail at the NSWCDL Shipping Office, normally within ½ mile. The SP shall distribute such mail to the appropriate recipients.

The SP shall transport outgoing mail (daily) for USPS to the designated distribution points. The SP shall transport outgoing mail (daily) for FEDEX to the NSWCDL Shipping Office.

The SP shall provide courier services on station.

The SP shall pick up and deliver Travel Documents and reports between the SP's work area and the SATO Travel Office, normally within ¼ mile.

#### **C.5.2.6 Maintain Copiers/Facsimiles/Printers**

The SP shall maintain the copiers, facsimile equipment and printers. The SP shall maintain adequate paper levels and provide routine maintenance. If technical servicing is needed, the SP shall notify the appropriate servicing agency of problem(s) and follow-up for corrective action. The SP shall also notify the DGR.

#### **C.5.2.7 Review Inventory of Supplies**

The SP shall review available inventory and ensure that adequate supplies are available for usage. The SP shall submit requests for supplies to the DGR.

### **C.5.3 INTENTIONALLY LEFT BLANK, INCLUDING ALL SUB-PARAGRAPHS.**

#### **C.5.4 PROVIDE FINANCIAL INFORMATION**

##### **C.5.4.1 Respond to Financial Data Calls/Inquiries**

The SP shall provide financial information and advice to Division Command and others within the NAVSEA/NSWC financial network to support the financial processes and products of the Division. The SP shall respond to questions and take actions to assist all levels of supervision and management regarding efficient financial actions.

##### **C.5.4.1.1 Provide Information for Investigations**

The SP shall answer specific questions and provide additional information to assist internal and external review boards in their efforts to define recommendations on financial issues. The SP shall receive, from internal or external sources, requests for financial information that requires a written response. The SP shall take actions necessary to address the specific request in the data call and obtain background information required to respond to the call. The SP shall obtain approval for release of information by Department or Site Command.

##### **C.5.4.1.2 Provide Financial Information and Command Support**

The SP shall provide information and identify recommended courses of action to upper management upon request.

##### **C.5.4.2 Prepare and Distribute Financial Reports**

The SP shall generate and distribute reports of financial transactions. The SP shall generate the financial reports utilizing data from the financial and standard feeder systems and from the Corporate Data Base (CDB).

#### **C.5.4.2.1 Prepare and Distribute Accounting Reports**

The SP shall retrieve data from the financial system. The SP shall manipulate and sort the data into the required format as defined by management and distribute to appropriate employees for further processing. The SP shall prepare accounting reports for internal and external customers. The SP shall analyze the data to identify system or processing errors and shall make recommendations to appropriate, designated system personnel, both internal and external, for correction. The SP shall prepare statistical reporting information to management, upon request.

#### **C.5.4.2.2 Retrieve and Distribute Payroll Reports**

The SP shall retrieve data from the payroll system. The SP shall manipulate and sort the data into the required format as defined by management and distribute to appropriate employees for further processing. The SP shall analyze the data to identify system or processing errors and shall make recommendations to appropriate designated system personnel, both internal and external, for correction or the SP shall make the corrections. The SP shall prepare statistical reporting information to management, upon request.

#### **C.5.4.2.3 Retrieve and Distribute Travel Reports**

The SP shall retrieve data from the travel system. The SP shall distribute to appropriate employees for further processing. The SP shall validate any or all records on report. The SP shall analyze the data to identify system or processing errors and shall make recommendations to appropriate, designated system personnel, both internal and external, for correction or the SP shall make the corrections.

#### **C.5.4.3 Provide or Obtain Training/Information**

##### **C.5.4.3.1 Provide Input, Technical Knowledge and Test, Evaluate, Maintain and Update Standard Operating Procedures (SOP's)**

The SP shall provide input, technical knowledge and test, evaluate, maintain and update government-provided Standard Operating Procedures (SOP's) for financial operations within the scope of this PWS, as required by management and as process changes occur, upon management approval, to ensure and facilitate effective and efficient operation of the system.

##### **C.5.4.3.2 Provide Training/Assistance to Customers**

The SP shall interpret, in cooperation with management, new accounting rules, regulations, guidance or standards provided by higher authority. The SP shall assist management in the training and implementation of same to internal and external customers. The SP shall define adjustments that are necessary to implement the changes received. The SP shall, in cooperation with management, develop a schedule to train users on the changes in accounting rules and regulations and to track implementation within the Dahlgren Division.

The SP shall develop test routines to assure that changes to the financial system and the mandated feeder systems work as required. The SP shall implement any approved changes in accounting rules or regulations within NSWCCD, making adjustments to standard or feeder systems as necessary.

#### **C.5.4.4 Perform Liaison Services/Plan, Organize and Maintain Workload Assignments**

The SP shall perform consulting and advisory services as required by workload or defined by management. These services include, but are not limited to: consultations, advisory services, staff

and other support services, transaction services and implementation services. The SP shall monitor and evaluate the operation of existing financial systems (automated and manual), including feeders, to ensure effectiveness of operation and that NSWCCDD needs are met. The SP shall serve as primary liaison between functional financial system users and the systems design agents regarding the design, development, modification and maintenance of automated financial systems. The SP shall define specific answers or responses to questions and document the answers as necessary, to be used later for similar questions or issues.

The SP shall work with DFAS sites, other Comptroller staffs and Central Design Agents (CDA) for the standard financial system and feeders to that system to assist in financial matters.

The SP shall coordinate financial and feeder system files, schedules, calendars and requirements as required by the year-end and start-up guidance, management and Standard Operating Procedures. The SP shall schedule the year-end and start-up meetings, notify all year-end/start-up committee members, prepare the minutes and tasking and forward the minutes to the DGR and management for approval.

## **C.6.0 APPLICABLE DOCUMENTS**

Applicable Department of Defense (DOD), Secretary of the Navy (SECNAV), Chief of Naval Operations (OPNAV), and other directives, instructions, publication, regulations and forms are listed in TE-9: Applicable Documents. Each document has been coded as mandatory (M) or advisory (A). The Service Provider is obligated to follow those publications and use those forms coded as mandatory to the extent specified in other sections of this Contract. The Service Provider shall be guided by those documents coded as advisory to the extent necessary to accomplish requirements in this Contract. All documents listed in TE-9: Applicable Documents that are not available on the Worldwide Web (www) have been made available for solicitation preparation in a library established at NSWCDD and will be provided by the Government at the start of the Contract.



## TECHNICAL EXHIBIT-1: PERFORMANCE REQUIREMENTS SUMMARY

CLIN	Paragraph	Contract Requirement	Work Requirement	Performance Standard	MADR (%)
	C.5.1.1.1	Process Incoming Sponsor Orders	Validate incoming sponsor orders, including basic documents, amendments, revisions and special deposits	Work performed within 1 week of receipt of document and per FMR.	3%
			Maintain Log	Work performed on a daily basis.	3%
			Provide/prepare SOA for technical acceptance/rejection	Work performed within 1 week of receipt of document and per FMR.	3%
			Assign CON, input funding data for applicable sponsor orders into Financial System (and Supply feeder system or Travel System, if required)	Work performed within 3 working days of receipt of official acceptance, IAW applicable guidance and directives.	3%
			Process acceptance for Applicable New Orders into AUTODOC/STARS	Complete within 10 working days after receipt of funding document, IAW FMR, applicable guidance and directives.	3%
			Provide acceptance/rejection to sponsoring activity via agreed upon methodology. Provide signed acceptance to end-user	Complete within 10 working days after receipt of funding document. Work performed IAW applicable guidance and directives.	3%
			Maintain Sponsor Order File	Work performed on a daily basis.	3%
			Review, research, analyze and resolve customer requirements.	Work performed within 1 week of customer notification and per FMR.	3%
			Provide obligation and expense information.	Work performed within 1 week of request.	3%
			Establish and modify Direct and Indirect Funding Accounts	Work performed on a daily basis and per FMR.	3%
	C.5.1.1.2	Process Direct and Indirect Funding			

## TECHNICAL EXHIBIT-1: PERFORMANCE REQUIREMENTS SUMMARY

CLIN	Paragraph	Contract Requirement	Work Requirement	Performance Standard	MADR (%)
	C.5.1.1.3	Process Outgoing Funding	Validate coding on automated requests from Supply feeder system Print Streamline Requisitions Approve or reject Streamline Requisitions	Work performed within 1 week of receipt of request and per FMR. Work performed on a daily basis and per FMR. Work performed within 10 days of creation of document and per FMR.	3% 3% 3%
			Prepare and provide transfer document for authorization signature and provide copies Maintain a log and funding history file Process obligation or de-commitment in Supply feeder system and Financial System	Work performed within 3 working day of receipt of request, LAW FMR and Navy Instructions and Directives. Work performed on a daily basis. Work performed within 1 week of receipt of document.	3% 3% 3%
	C.5.1.2.1	Validate Commitments, Obligations, Expenses/Accruals	Validate Commitments and Obligations Validate Expenses/Accruals	Must validate 100% of transactions, work performed on a tri-annual basis IAW FMR. Individual requests must be completed within 7 calendar days after receipt of request. Work completed in 3 months, per Management's schedule. Individual requests must be completed within 7 calendar days after receipt of request.	3% 3%
	C.5.1.2.2	Validate "M Status" Requests	Write-off invalid Accounts Payable/Accrual.	Work performed at management's request within 1 month of approval.	3%
	C.5.1.2.3	Validate "Invoice Pre-validation" Requests	Validate "M Status" Requests Validate "Pre-validation Requests"	Work performed within 7 calendar days. Work performed within 7 calendar days.	3% 3%
	C.5.1.2.4	Validate Liquidations	Retrieve and validate liquidations and balance in system	Work performed on a weekly basis.	3%
	C.5.1.2.5	Validate UMDs (Unmatched Disbursements)	Retrieve and Validate Unmatched Disbursements	Work performed on a weekly basis.	3%
	C.5.1.2.6	Validate ICP (Integrated Cash Process) Transactions	Receive and Validate Integrated Cash Process Transactions	Work performed within 4 calendar days.	3%

## TECHNICAL EXHIBIT-1: PERFORMANCE REQUIREMENTS SUMMARY

CLIN	Paragraph	Contract Requirement	Work Requirement	Performance Standard	MADR (%)
	C.5.1.2.7	Validate Purchase Card Transactions	Establish financial transactions in Supply feeder system.	Work performed twice a month immediately upon receipt of TBR400 Report.	3%
			Receive, validate and balance hard copies of the Dahlgren site Approving Official Statements/Invoices	Work completed within a three-week period.	3%
			Calculate amounts for payment.	Work completed within a three-week period.	3%
			Prepare/obtain/distribute signed certification sheets.	Work completed within a three-week period.	3%
			Run the Cash-Release process in Supply feeder system.	Work performed within two weeks of balancing records.	3%
			Retrieve liquidation information to validate payments and liquidations	Work performed within 1 month of receipt of report.	3%
			Random audit/validation of asset/liability balances	Work performed IAW guidelines and directives.	3%
			Validate invoices for proper format	Work completed within 4 days and as directed by Prompt Payment Act and FMR.	3%
			Validate invoice and match to terms of contract	Work completed within 4 days and as directed by Prompt Payment Act and FMR.	3%
			Validate invoice against Supply feeder system and Financial systems for sufficient expenses	Work completed within 7 calendar days and as directed by Prompt Payment Act and FMR.	3%
	C.5.1.3.1	Process/Validate Invoices and Vouchers	Prepare invoice and certification sheet for signature authority	Work completed within 4 calendar days and as directed by Prompt Payment Act and FMR.	3%
			Forward to appropriate paying office.	Work completed within 4 days and performed as directed by Prompt Payment Act and FMR.	3%
			Process accrual requests.	Work completed within 2 days of management request.	3%
			Validate and process transactions in Supply feeder system and financial system	Work performed within 7 calendar days after distribution.	3%
			Code and process automatic accruals.	Work performed within 2 days of management request.	3%
	C.5.1.3.2	Process Accrual Requests			

## TECHNICAL EXHIBIT-1: PERFORMANCE REQUIREMENTS SUMMARY

CLIN	Paragraph	Contract Requirement	Work Requirement	Performance Standard	MADR (%)
	C.5.1.3.3	Process Obligations	Process Reimbursable funding in the financial system.	Within 1 day of management request.	3%
	C.5.1.4	Delete Transactions and Close-Out Records	Retrieve contracts and process Direct Cite funding in the financial system. Retrieve and delete zero-balance records from financial system.	Within 4 days of management request. Within 1 month of management request.	3%
	C.5.1.5	Maintain Records and Logs	Retrieve and close-out validated travel records. Maintain records and logs related to Budget, Accounting, Payroll, Travel, Vendor Pay and Customer Service. Maintain tickler and tracking system for all action correspondence and financial records.	Work performed every 2 weeks, JTR and JFTR. Logs are maintained and updated on a daily basis. Work performed on a daily basis.	3%
	C.5.2.1.1	Provide Funding History	Review, purge and dispose of records. Provide copies of available financial information.	Quarterly, IAW SECNAVINST. Within 1 week of request.	3%
	C.5.2.1.2	Provide Appropriation Information	Validate requests and provide documented information.	Within 1 week of request.	3%
	C.5.2.2.1	Process Leave	Validate leave discrepancies in payroll system.	Work performed within 4 days upon receipt of request.	3%

## TECHNICAL EXHIBIT-1: PERFORMANCE REQUIREMENTS SUMMARY

CLIN	Paragraph	Contract Requirement	Work Requirement	Performance Standard	MADR (%)
	C.5.2.2.1.1	Process Leave Donor Requests	Validate, process and terminate leave recipient and leave donor requests in the payroll system.	Work performed within 2 days upon receipt of request.	3%
	C.5.2.2.1.2	Process Advanced/Restored Leave Requests	Revise and distribute Donor Voluntary Leave Transfer Program information/listing. Provide coding instructions to timekeeper. Process request in payroll system.	Work performed within 4 days upon receipt of request.	3%
	C.5.2.2.1.3	Validate Military, Court and Administrative Leave	Advise employees on remaining balance. Validate leave availability in payroll system. Run Outstanding Leave Documentation Report. Maintain file of volunteer administrative leave approvals. Validate usage of volunteer administrative leave	Work performed within 4 days upon receipt of request. Work performed within 4 days upon receipt of request. Work performed within 4 days upon receipt of request. Weekly.	3% 3% 3% 3%
	C.5.2.2.2.1	Process Payroll Adjustments	Validate payroll requests.	Within 1 day upon receipt of request.	3%
	C.5.2.2.2.2	Process Pay Updates	Validate, maintain and process pay updates in payroll system.	Twice per month.	3%
	C.5.2.2.2.3	Process Requests for Special Pays	Validate missing check/requests for special pays.	Work performed within 4 days upon receipt of request.	3%
	C.5.2.2.2.4	Process Payroll Reports	Validate payroll reports transactions.	By payroll system cutoff for the pay period, Tuesday at 1000 following the end of the two-week payroll period.	3%
	C.5.2.2.2.5	Request CAR (Charleston Action Request) Resolutions and REMEDY	Provide tracking information, instructions and guidance regarding payroll issues and problems requiring off-site resolution.	Work performed within 4 days upon receipt of request.	3%

## TECHNICAL EXHIBIT-1: PERFORMANCE REQUIREMENTS SUMMARY

CLIN	Paragraph	Contract Requirement	Work Requirement	Performance Standard	MADR (%)
	C.5.2.2.2.6	Process Time and Attendance	Validate and process hard copy corrected timecards into payroll system.	Work performed within 4 days upon receipt of request.	3%
	C.5.2.2.3	Process Payroll Customer Requests	Research and provide payroll information. Verify employment.	Work performed within 4 days upon receipt of request.	3%
			Validate new employee information and enter into payroll system.	Work performed within 4 days upon receipt of request.	3%
			Validate and process work schedule changes.	Work performed within 4 days upon receipt of request.	3%
	C.5.2.3.1	Process Travel Orders	Validate, process and forward approved travel orders for certification and distribution.	Work performed within 7 days prior to proceed date, per FMR, JTR and JFTR, Navy Instructions and Directives.	3%
	C.5.2.3.1.1	Analyze and Prepare Cost Analysis for External Assignments	Prepare, analyze and validate Cost Analysis and distribute for final approval.	Work performed within 5 days of receipt of request, per NAVSEA Dahlgren Surface Warfare Center Division External Assignment Manual, FMR, JTR and JFTR.	3%
	C.5.2.3.1.2	Initiate Cash Advances	Request government travel Cash Advance.	Work performed within 4 days of receipt of request, per FMR, JTR and JFTR.	3%
	C.5.2.3.2	Process Travel Claims	Validate and process travel claims into travel feeder system and submit for payment.	Work performed within 4 days of receipt of request, per FMR, JTR and JFTR.	3%
			Validate and process non-travel claims into financial system and submit for payment.	Work performed within 4 days of receipt of request, per FMR, JTR and JFTR.	3%
			Provide counseling services to traveler for long-term assignments exceeding one year.	Work performed within 9 days of receipt of request, per FMR, JTR and JFTR.	3%
	C.5.2.3.2.1	Establish Electronic Funds Transfer	Validate forms and forward for processing.	Work performed within 24 hours of receipt of request, per FMR, JTR and JFTR.	3%
	C.5.2.3.2.2	Track Travel Claims Through Payment	Validate travel claim information in system and verify payment status.	Within 1 week of issuance of travel orders	3%
	C.5.2.3.2.3	Assist in Correction of Travel Discrepancies	Validate travel information in system and resolve discrepancies.	Work performed within 4 days of receipt of request, per FMR, JTR and JFTR.	3%

## TECHNICAL EXHIBIT-1: PERFORMANCE REQUIREMENTS SUMMARY

CLIN	Paragraph	Contract Requirement	Work Requirement	Performance Standard	MADR (%)
	C.5.2.3.3	Process Travel Cancellations	Cancel travel order in travel system.	Work performed within 4 days of receipt of request, per FMR, JTR and JFTR.	3%
			Cancel commercial transportation request.	Work performed within 4 days of receipt of request, per FMR, JTR and JFTR.	3%
	C.5.2.3.4	Process Government Travel Credit Card Application/Updates	Approve the issue of new or replacement cards, suspension of cards and changing credit limits.	Work performed within 4 days of receipt of request, per FMR, JTR and JFTR.	3%
			Provide and maintain listing of delinquent payments.	Work performed within 4 days of receipt of delinquency report.	3%
			Research and resolve questions from issuing bank.	Work performed within 4 days of receipt of request, per FMR, JTR and JFTR.	3%
	C.5.2.3.5	Process Centrally Billed Reconciliation Report	Validate and reconcile Centrally Billed Reconciliation Report.	Work performed within 3 workdays of receipt of request, per FMR, JTR and JFTR.	3%

## TECHNICAL EXHIBIT-1: PERFORMANCE REQUIREMENTS SUMMARY

CLIN	Paragraph	Contract Requirement	Work Requirement	Performance Standard	MADR (%)
	C.5.2.4.1	Provide Accounting Historical Data	Maintain NSW/CDD subsidiary ledgers and records. Maintain financial records on all assets and liabilities. Maintain copies of accounting policy, guidelines and instructions and provide documentation and analysis information.	Review files monthly, provide documentation and analysis to management 2 days upon request. Review every 3 months.	3% 3%
	C.5.2.4.2	Process Financial Transaction Adjustments	Validate and process transactions in the financial system.	Per office guidelines and directives. Files are updated on a monthly basis, if needed.	3%
	C.5.2.5	Provide Mail Services	Provide mail collection and delivery services. Provide courier services. Provide routine maintenance. Maintain supply levels. Place service calls.	Work performed once a day. Work performed once a day or at management's request. Twice a year. Review every month. On a need basis and at least twice a year for regular maintenance.	3% 3% 3% 3% 3%
	C.5.2.7	Review Inventory of Supplies	Review supply levels. Submit ordering requests. Serve as liaison to customers. Document and communicate requirements. Develop SOPs. Define adjustments and corrective actions.	Monthly. Every 2 months. Monthly. Monthly. Review every 6 months. Review every 6 months.	3% 3% 3% 3% 3% 0%



**TECHNICAL EXHIBIT-1: PERFORMANCE REQUIREMENTS SUMMARY**

CLIN	Paragraph	Contract Requirement	Work Requirement	Performance Standard	MADR (%)
	C.5.3	INTENTIONALLY LEFT BLANK, INCLUDING ALL SUB-PARAGRAPHS	N/A	N/A	N/A
	C.5.4.1.1	Provide Information for Investigations	Provide information and written response for internal and external review boards.	Within 2 weeks of request.	3%

CLIN	Paragraph	Contract Requirement	Work Requirement	Performance Standard	MADR (%)
	C.5.4.1.2	Provide Financial Information and Command Support	Provide information and identify recommended courses of action.	Monthly.	3%

CLIN	Paragraph	Contract Requirement	Work Requirement	Performance Standard	MADR (%)
	C.5.4.2.1	Prepare and Distribute Accounting Reports	Prepare Accruals Outstanding Validation Report.	Twice a year.	3%
			Prepare Ad-Hoc Reports.	Within 2 weeks of request.	3%
			Prepare ICP Report.	Twice a month.	3%
			Prepare Liquidations Report.	Twice a week.	3%
			Prepare Liquidations Status Report.	Twice a week.	3%
			Prepare M Status Report/Charleston.	Monthly.	3%
			Prepare M Status Report/Washington	Monthly.	3%
			Prepare M Status Report Updates.	Weekly.	3%
			Prepare Material In Transit Report.	Monthly.	3%
			Prepare Material Bills Aged Unmatched Report/Commercial.	Monthly.	3%
			Prepare Material Bills Aged Mismatched Report/Commercial.	Monthly.	3%
			Prepare Material Bills Aged Unmatched Report.	Monthly.	3%
			Prepare Material Bills Aged Mismatched Report.	Monthly.	3%
			Prepare Material Bills Aged Unmatched Report/GSA.	Monthly.	3%
			Prepare Material Bills Aged Mismatched Report/GSA.	Monthly.	3%
			Prepare Material Bills Aged Unmatched Report/Milstrip.	Monthly.	3%
			Prepare Material Bills Aged Mismatched Report/Milstrip.	Monthly.	3%
			Prepare Outstanding Commitment Validation Report/Material.	Three times a year.	3%

## TECHNICAL EXHIBIT-1: PERFORMANCE REQUIREMENTS SUMMARY

CLIN	Paragraph	Contract Requirement	Work Requirement	Performance Standard	MADR (%)
			Prepare Outstanding Commitment Validation Report/Services.	Three times a year.	3%
			Prepare Outstanding Obligation Validation Report/Material.	Three times a year.	3%
			Prepare Outstanding Obligation Validation Report/Services.	Three times a year.	3%
			Prepare Outstanding Accounts Payable Validation Report/Material.	Two times a year.	3%
			Prepare Outstanding Accounts Payable Validation Report/Services.	Two times a year.	3%
			Prepare Purchase Card Cash Detail Report.	Two times a month.	3%
			Prepare Purchase Card Liquidation Report.	Monthly.	3%
			Prepare Purchase Card Tracking Log Report.	Monthly.	3%
			Prepare Purchase Card PC6 Disputes Report.	Four times a year.	3%
			Prepare Suspense/Material Report.	Twice a week.	3%
			Prepare Suspense/Services Report.	Weekly.	3%
			Prepare Unallocated Cash/Weekly Report.	Weekly.	3%
			Prepare Unallocated Cash/Monthly Report.	Monthly.	3%
			Prepare UMD Monthly Status Report.	Monthly.	3%
			Prepare Zero-Balance Records Status Report.	Every two months.	3%

## TECHNICAL EXHIBIT-1: PERFORMANCE REQUIREMENTS SUMMARY

CLIN	Paragraph	Contract Requirement	Work Requirement	Performance Standard	MADR (%)
	C.5.4.2.2	Retrieve and Distribute Payroll Reports	Retrieve Missing T & A Report.	Weekly.	3%
			Retrieve Invalid Transaction Report.	Weekly.	3%
			Retrieve Conversion of Hours Report.	Every two weeks.	3%
			Retrieve Retro Invalid Transaction Report.	Every two weeks.	3%
			Retrieve Centrally Billed Account Report.	Monthly.	3%
	C.5.4.2.3	Retrieve and Distribute Travel Reports	Retrieve Travel Card Delinquency Report.	Monthly.	3%
	C.5.4.3.1	Provide Input, Technical Knowledge and Test, Evaluate, Maintain and Update Standard Operating Procedures (SOPs)	Provide Input, Technical Knowledge and Test, Evaluate, Maintain and Update SOPs.	As required.	3%
	C.5.4.3.2	Provide Training/Assistance To Customers	Assist management in training and implementation of new accounting rules, regulations, guidance or standards.	Within 1 week of request.	3%
			Develop training schedule.	Monthly.	3%
			Develop test routines for financial and feeder systems.	Monthly or as requested.	3%
			Implement changes and make adjustments to financial and feeder systems.	Monthly or as requested.	3%
			Perform consulting and advisory services.	Monthly or as requested.	3%
	C.5.4.4	Perform Liaison Services/Plan, Organize and Maintain Workload Assignments	Monitor and evaluate effectiveness of financial and feeder systems.	Monthly or as requested.	3%
			Define answers/responses to questions and document responses.	Monthly.	3%
			Coordinate financial and feeder system files, schedules, calendars and requirements. Schedule year-end and start-up meetings, notify participants, prepare minutes and tasking and forward minutes for approval.	Three months before fiscal year end.	3%

## TECHNICAL EXHIBIT-2: REQUIRED SYSTEMS AND SOFTWARE

ACCESS	Microsoft Office (Database)
AUTODOC	Automated Funding Document System (NAVSEA)
CAS	Corporate Asset System
CCR.DLIS.DLA.MIL	
CDB	Corporate Database
CERPS	Centralized Reporting
CHOOSE	CERPS History On-Line Operator Search Engine
CITIDIRECT	
CLAIMANT HEADQUARTERS BUDGET SYSTEM	
COBRA Application	Computer Optimized Batch Reconciliation
CTS	Corporate Travel System
DAASINQ (Norfolk)	Defense Automatic Addressing System Center Inquire
DCPS	Defense Civilian Pay System
DEFENSE FAS ENTERPRISE SERVER	
DEPCON	
DFAS.MIL	
DFAS4DOD	
DIFMS	Defense Industrial Financial Management System
DOCUANALYZER	Report Mining Software
DOCUMENT DIRECT	Report Mining Software
DRATS	Dahlgren Resource Allocation Tracking Software
EDA	Electronic Document Access (DOD)
EXCEL	Microsoft Excel (Spreadsheet)
FACTS	
FADA	Field Accounting Document Abstract
FEDFORMS	
FEDSIM Center	Federal Systems Integration And Management

FRS	Financial Reporting System
FTP	File Transfer Protocol
HCM	Headquarters Claimant Module
ILSMIS	Integrated Logistics Support Management Information System
INTERNET	
INTRANET	
MOCAS	Mechanization of Contract Administration Services
NAFI	Navy and Air Force Interface
NMCI	Navy Marine Corps Intranet
OLRV	On-Line Report Viewer
ONR	Office of Naval Research Award-Web System
OUTLOOK	Microsoft Outlook (Email)
POWERPOINT	Microsoft PowerPoint (Presentations)
POWER TRACK	
REMEDY	
SDW	Shared Data Warehouse
SLDCADA Application	Standard Labor Data Collection And Distribution
STARS	Standard Accounting And Reporting System
SWA	Secure Web Access
SWT	Service Wide Transportation
WORD	Microsoft Word (Word Processing)
WP	Word Perfect (Word Processing)

### **TECHNICAL EXHIBIT-3: GOVERNMENT-FURNISHED FACILITIES**

Each billet will be furnished approximately 77-115 net square feet of administrative space on the second floor, Room 210 area of the Administrative/Operations Building, Building 183, located at Dahlgren.

## TECHNICAL EXHIBIT-4: GOVERNMENT-FURNISHED EQUIPMENT

SYSTEM NAME	PC TYPE	CPU PA	SERIAL#	PROCSPD	RAM	HARDDRVR	MONITOR
DELL OPTIPLEX P500		148108	3XHXU	500Mhz	256MB	10GB	19"
DELL OPTIPLEX P500		148138	3XI00	500Mhz	256MB	10GB	19"
DELL OPTIPLEX P800		152562	HYCN201	800Mhz	256Mhz	10GB	19"
DELL OPTIPLEX P500		148136	3XH2E	500Mhz	256MB	10GB	19"
DELL OPTIPLEX P500		148129	3W714	500Mhz	256MB	10GB	19"
DELL OPTIPLEX P500		148159	3W7AV	500Mhz	256MB	10GB	19"
DELL OPTIPLEX P500		148128	3W79I	500Mhz	256MB	10GB	19"
DELL OPTIPLEX P500		148149	3W7CA	500Mhz	256MB	10GB	19"
DELL OPTIPLEX P500		148122	3XH3I	500Mhz	256MB	10GB	19"
DELL OPTIPLEX P500		148135	3XHLU	500Mhz	256MB	10GB	19"
DELL OPTIPLEX P500		148157	3W7AX	500Mhz	256MB	10GB	19"
DELL OPTIPLEX P500		148151	3W7LE	500Mhz	256MB	10GB	19"
DELL OPTIPLEX P500		148109	3W7GU	500Mhz	256MB	10GB	19"
DELL OPTIPLEX P500		148121	3XHU1	500Mhz	256MB	10GB	19"
DELL OPTIPLEX P500		148146	3XHIO	500Mhz	256MB	10GB	19"
DELL OPTIPLEX P500		148124	3W7E9	500Mhz	256MB	10GB	19"
DELL OPTIPLEX P500		148144	3XH5E	500Mhz	256MB	10GB	19"
DELL OPTIPLEX P500		148130	3W77U	500Mhz	256MB	10GB	19"
DELL OPTIPLEX P500		148107	3XHZA	500Mhz	256MB	10GB	19"
DELL OPTIPLEX P500		148145	3XHQI	500Mhz	256MB	10GB	19"
DELL OPTIPLEX P500		148147	3XHUJ	500Mhz	256MB	10GB	19"
DELL OPTIPLEX P500		148125	3W73U	500Mhz	256MB	10GB	19"



## TECHNICAL EXHIBIT-4: GOVERNMENT-FURNISHED EQUIPMENT

SYSTEM NAME	PC TYPE	CPU PA	SERIAL#	PROCSPD	RAM	HARDDR V	MONITOR
DELL OPTIPLEX	P500	148112	3W7DE	500Mhz	256MB	10GB	19"
DELL OPTIPLEX	P500	148153	3W7IX	500Mhz	256MB	10GB	19"
DELL OPTIPLEX	P500	148142	3XHI7	500Mhz	256MB	10GB	19"
DELL OPTIPLEX	P500	148150	3W7BE	500Mhz	256MB	10GB	19"
DELL OPTIPLEX	P500	148118	3XHIQ	500Mhz	256MB	10GB	19"
DELL OPTIPLEX	P500	148117	3XHNU	500Mhz	256MB	10GB	19"
DELL OPTIPLEX	P500	148123	3W77A	500Mhz	256MB	10GB	19"
DELL OPTIPLEX	P500	148127	3W7FA	500Mhz	256MB	10GB	19"

All monitors are Dell Ultrascan P990 19" monitors. All speakers are Harmon Kardon HK195. All units cost \$1769 per unit (CPU, Monitor, Speakers) on August 3, 1999. Estimated value today is \$500 per unit.

Systems Furniture

Desktop Calculators

Telephones

Printers (will be shared with government employees)

Monitors

Speakers

Keyboards

File Cabinets

Copier Machines (will be shared with government employees)

Fax Machines (will be shared with government employees)

## **TECHNICAL EXHIBIT-5: GOVERNMENT-FURNISHED MATERIAL**

Standard Office Supplies

## **TECHNICAL EXHIBIT-6: GOVERNMENT-FURNISHED RECORDS AND REPORTS**

Maintain management, operation and maintenance records and prepare management, operation and maintenance reports as set forth in Technical Exhibits 1 and 8.

## **TECHNICAL EXHIBIT-7: SERVICE PROVIDER-FURNISHED ITEMS**

Except for items listed in paragraph C.3 of the PWS, the SP shall provide all facilities, equipment, materials and services to perform the requirements of this contract.

## TECHNICAL EXHIBIT 8: PROJECTED ANNUAL WORKLOAD

ACTIVITY NUMBER	ACTIVITY/TASK	WORKLOAD INDICATOR/OUTPUT	CURRENT ANNUAL	BAS YBHG V E YEAR	REMAINING YEARS
5.1.1.1	Process Incoming Sponsor Orders	INCOMING MIPR	313	313	1252
		INCOMING WORK REQUEST (NC2275)	1,630	1,630	6,520
		INCOMING DIRECT CITE (NC2276)	311	311	1244
		SPLIT DOCUMENT (NC2276A)	485	485	1940
		SPECIAL DEPOSITS	51	51	204
5.1.1.2	Process Direct and Indirect Funding	JOB ORDER NUMBERS/CUSTOMER ORDER NUMBERS	37,944	37,944	151,776
5.1.1.3	Process Outgoing Funding	OUTGOING MIPR	584	584	2336
		OUTGOING WORK REQUEST (NC2275)	617	617	2468
		OUTGOING DIRECT CITE (NC2276)	449	449	1796
5.1.2.1	Validate Commitments, Obligations, Expenses/Accruals	VALIDATED COMMITMENT RECORD	399	399	1596
		VALIDATED OBLIGATION RECORD	6,367	6,367	25,468
		VALIDATED EXPENSE RECORD	12,497	12,497	49,988
		VALIDATED ACCRUAL RECORD	3,315	3,315	13,260
		VALIDATED TRAVEL ACCRUAL RECORD	30,690	30,690	122,760
5.1.2.2	Validate "M Status" Requests	VALIDATED "M STATUS" REQUEST	2,232	2,232	8,928
5.1.2.3	Validate "Invoice Prevalidation" Requests	VALIDATED "INVOICE PREVALIDATION" REQUEST	7,206	7,206	28,824

## TECHNICAL EXHIBIT 8: PROJECTED ANNUAL WORKLOAD

ACTIVITY NUMBER	ACTIVITY/TASK	WORKLOAD INDICATOR/OUTPUT	CURRENT ANNUAL	BAS YBHG V E YEAR	REMAINING YEARS
5.1.2.4	Validate Liquidations	VALIDATE SERVICE LIQUIDATIONS IN DIFMS AND ILSMIS	37,914	37,914	151,656
		CREATE DETAIL CASH RECORD FOR POWERTRACK LIQUIDATION	12	12	48
		CREATE DETAIL CASH RECORD FOR FEDEX/UPS LIQUIDATION	67	67	268
		VALIDATE TRAVEL LIQUIDATIONS	29,105	29,105	116,420
		VALIDATED DD1131	197	197	788
		VALIDATED SF2277	297	297	1188
5.1.2.5	Validate UMD's (Unmatched Disbursements)	CORRECTED MATERIAL OR SERVICE UMD	12,276	12,276	49,104
		CORRECTED SHIPPING UMD (FEDEX/UPS)	391	391	1564
		CORRECTED SHIPPING (PCS/HOUSEHOLD GOODS) UMD	112	112	448
		CORRECTED TRAVEL UMD	2,697	2,697	10,788
		VOUCHER FOR TRANSFERS BETWEEN APPROPRIATIONS AND/OR FUNDS, SF1080	223	223	892
5.1.2.6	Validate ICP (Integrated Cash Process) Transactions	VALIDATED ICP TRANSACTION AND EXPENSE CREATED FOR NON-TRAVEL	10,044	10,044	40,176
		VALIDATED ICP TRANSACTION AND EXPENSE CREATED FOR TRAVEL	1,786	1,786	7,144
5.1.2.7	Validate Purchase Card Transactions	CREATE AND MAINTAIN PURCHASE CARD OBLIGATION	22	22	88
		VALID PURCHASE CARD INVOICE	837	837	3348

## TECHNICAL EXHIBIT 8: PROJECTED ANNUAL WORKLOAD

ACTIVITY NUMBER	ACTIVITY/TASK	WORKLOAD INDICATOR/OUTPUT	CURRENT ANNUAL	BAS YBHG V E YEAR	REMAINING YEARS
		CERTIFIED PURCHASE CARD INVOICE AND CERTIFICATION SHEET	837	837	3348
		SUBMISSION OF CERTIFIED PURCHASE CARD INVOICES	837	837	3348
		VALIDATE PAYMENT OF PURCHASE CARD INVOICES	949	949	3796
		BALANCE PURCHASE CARD APPROVING OFFICIAL SUMMARY RECORDS	837	837	3348
		BALANCE AND CROSS-REFERENCE LIQUIDATIONS TO PURCHASE CARD TRACKING LOG SPREADSHEET	1,562	1,562	6,248
		RELEASE BALANCED PURCHASE CARD CASH TRANSACTIONS	1,562	1,562	6,248
		RECONCILE AND BALANCE UNMATCHED CASH DETAIL TRANSACTIONS	502	502	2008
		VALIDATE PURCHASE CARD TRANSACTIONS IN DIFMS	22	22	88
5.1.3.1	Process/Validate Invoices and Vouchers	CERTIFIED FEDEX/UPS INVOICES	242	242	968
		PROCESSED POWERTRACK INVOICE	12	12	48
		DD1131	197	197	788
		PREPARED DD2277	297	297	1188
		EXPENSED DD2277	297	297	1188
		'PREVALIDATED' DD2277	297	297	1188
		CERTIFIED COMMERCIAL INVOICE	6,775	6,775	27,100
		SF1080	223	223	892
5.1.3.2	Process Accrual Requests	EXPENSES PROCESSED	10,044	10,044	40,176
		AUTOMATIC ACCRUALS	37	37	148
5.1.3.3	Process Obligations	PROCESSED REIMBURSABLE FUNDING	1,116	1,116	4,464

## TECHNICAL EXHIBIT 8: PROJECTED ANNUAL WORKLOAD

ACTIVITY NUMBER	ACTIVITY/TASK	WORKLOAD INDICATOR/OUTPUT	CURRENT ANNUAL	BAS YBHG V E YEAR	REMAINING YEARS
		PROCESSED DIRECT CITE FUNDING	558	558	2232
5.1.4	Delete Transactions and Close-Out Records	DELETED ZERO-BALANCE RECORDS	6,964	6,964	27,856
		CLOSED OUT AND VALIDATED TRAVEL RECORDS	725	725	2900
5.1.5	Maintain Records and Logs	DD1131 INCOMING CHECK LOG	363	363	1452
		DD1131 INCOMING CHECK SPREADSHEET	363	363	1452
		DOCUMENTS AND PAPERWORK - FILING	17,856	17,856	71,424
		FUNDING DOCUMENT ACCEPTANCE MAILBOX - MANAGE AND DISTRIBUTE	670	670	2680
		FUNDING DOCUMENT/INCOMING - MAINTAIN AND DISTRIBUTE FOLDERS	1,503	1,503	6,012
		FUNDING DOCUMENTS - SCAN, COPY AND EMAIL	711	711	2844
		FUNDING DOCUMENTS/INCOMING DOCUMENT LOG	2,790	2,790	11,160
		FUNDING DOCUMENTS - OUTGOING DOCUMENT LOG ENTRIES	1,650	1,650	6,600
		PURCHASE CARD TRACKING LOG SPREADSHEET	223	223	892
		REQUISITIONS - MANAGE AND DISTRIBUTE MAILBOX	1,421	1,421	5,684
		TRAVEL ICP TRANSACTION SPREADSHEET	12	12	48
		PURGE RECORDS AND DESTROY	4	4	16
5.2.1.1	Provide Funding History	FUNDING BALANCES AND TRANSACTION ACTIVITY	651	651	2604
		COPY AND FAX INCOMING DOCUMENTS	318	318	1272
5.2.1.2	Provide Appropriation Information	APPROPRIATION INFORMATION	186	186	744



## TECHNICAL EXHIBIT 8: PROJECTED ANNUAL WORKLOAD

ACTIVITY NUMBER	ACTIVITY/TASK	WORKLOAD INDICATOR/OUTPUT	CURRENT ANNUAL	BAS YBHG V E YEAR	REMAINING YEARS
5.2.2.1	Process Leave	LEAVE ERROR REQUEST	360	360	1440
5.2.2.1.1	Process Leave Donor Requests	LEAVE RECIPIENT FORM	145	145	580
		LEAVE DONOR REQUEST FORM (OUTSIDE AGENCY)	45	45	180
		LEAVE DONOR REQUEST FORM (INSIDE AGENCY)	893	893	3572
		APPROVED RECIPIENT LIST	24	24	96
5.2.2.1.2	Process Advanced/Restored Leave Requests	ADVANCED LEAVE REQUEST LETTER	193	193	772
		RESTORED LEAVE REQUESTS	279	279	1116
5.2.2.1.3	Validate Military, Court and Administrative Leave	VALIDATED MILITARY AND COURT LEAVE FORM	893	893	3572
		VALIDATED ADMINISTRATIVE LEAVE REPORT	24	24	96
5.2.2.2.1	Process Payroll Adjustments	VALIDATED PAYROLL REQUEST	48	48	192
		TIMECARD CORRECTION	9,973	9,973	39,892
		VERIFY RETROACTIVE ADJUSTMENTS	893	893	3572
5.2.2.2.2	Process Pay Updates	PROCESS TAX FORM	2,678	2,678	10,712
		PROCESS CHANGE OF ADDRESS	1,116	1,116	4,464
		PROCESS SAVINGS BONDS	446	446	1784
		PROCESS ALLOTMENT FORMS	2,678	2,678	10,712
		PROCESS CFC FORMS	1,395	1,395	5,580
5.2.2.2.3	Process Requests for Special Pays	REQUEST FOR SPECIAL PAY	22	22	88
		NAVCOMPT FORM 2095	22	22	88
5.2.2.2.4	Process Payroll Reports	VALIDATE MISSING T&A REPORT	48	48	192
		VALIDATE INVALID TRANSACTION REPORT	48	48	192
		VALIDATE CONVERSION OF HOURS REPORT	24	24	96
		VALIDATE RETRO INVALID TRANSACTION REPORT	24	24	96

## TECHNICAL EXHIBIT 8: PROJECTED ANNUAL WORKLOAD

ACTIVITY NUMBER	ACTIVITY/TASK	WORKLOAD INDICATOR/OUTPUT	CURRENT ANNUAL	BAS YBHG V E YEAR	REMAINING YEARS
5.2.2.2.5	Request CAR (Charleston Action Request) Resolutions and REMEDY	CAR AND REMEDY RESOLUTIONS	446	446	1784
5.2.2.2.6	Process Time and Attendance	TIMECARD ENTRIES	1,209	1,209	4,836
		WORK SCHEDULE CHANGES	967	967	3868
		INDIVIDUAL TIMECARD ENTRY	1,450	1,450	5,800
5.2.2.3	Process Payroll Customer Requests	VERIFICATION OF EMPLOYMENT REQUEST FORM	484	484	1936
		WAGE AND SEPARATION FORM	22	22	88
		PROCESS NEW EMPLOYEES	558	558	2232
5.2.3.1	Process Travel Orders	TDY DD 1610 And DD 1351	13,046	13,046	52,184
		DD 1614	930	930	3720
		NAVPERS 1320/16	3,348	3,348	13,392
		NAVSO 4650/10	651	651	2604
		TRAVEL ORDER CANCELLATIONS	186	186	744
5.2.3.1.1	Analyze and Prepare Cost Analysis for External Assignments	TDY ORDERS <6 MONTHS	19	19	76
		COST ANALYSIS SPREADSHEET	33	33	132
		EXTERNAL ASSIGNMENT INQUIRIES	193	193	772
5.2.3.1.2	Initiate Cash Advances	CASH ADVANCES	48	48	192
5.2.3.2	Process Travel Claims	TRAVEL CLAIM	18,539	18,539	74,156
		VALID DD 1164	16,740	16,740	66,960
		INVALID DD 1164	3,348	3,348	13,392
		TRAVEL DISCREPANCY RESOLUTIONS	670	670	2680
5.2.3.2.1	Establish Electronic Funds Transfer	ELECTRONIC FUNDS TRANSFER FORM	465	465	1860
C.5.2.3.2.2	Track Travel Claims Through Payment	TRAVEL CLAIM	3600	3600	14,400

## TECHNICAL EXHIBIT 8: PROJECTED ANNUAL WORKLOAD

ACTIVITY NUMBER	ACTIVITY/TASK	WORKLOAD INDICATOR/OUTPUT	CURRENT ANNUAL	BAS YBHG V E YEAR	REMAINING YEARS
	Payment				
C.5.2.3.2.3	Assist in Correction of Travel Discrepancies	TRAVEL DISCREPANCY	2400	2400	9,600
5.2.3.3	Process Travel Cancellations	CANCELLATION REQUEST	0	0	0
5.2.3.4	Process Government Travel Credit Card Application/Updates	TRAVEL CARD FORM	1,116	1,116	4,464
		IDENTIFIED TRAVEL CARD DELINQUENCY REPORT TRANSACTIONS	1,674	1,674	6,696
		VALIDATED TRAVEL CARD DELINQUENCY REPORT TRANSACTIONS	179	179	716
		EMPLOYEE/SUPERVISOR NOTICE OF TRAVEL CARD DELINQUENCY EMAIL NOTIFICATION	179	179	716
		DEPARTMENT HEAD SUMMARY NOTICE OF TRAVEL CARD DELINQUENCY EMAIL NOTIFICATION	56	56	224
		MONTHLY TRAVEL CARD DELINQUENCY SPREADSHEET	12	12	48
5.2.3.5	Process Centrally Billed Reconciliation Report	CENTRALLY BILLED RECONCILIATION REPORT	12	12	48
		FORM C11A0300 DISPUTE/BILLING INQUIRY FORM	12	12	48
		DISPUTE/BILLING INQUIRY REQUEST	33	33	132
5.2.4.1	Provide Accounting Historical Data	PAYROLL HISTORICAL DATA	12	12	48
		ACCOUNTING HISTORICAL DATA	558	558	2232
5.2.4.2	Process Financial Transaction Adjustments	TRAVEL SPLIT BATCHES	22	22	88
		GSA ADJUSTMENTS MATCHED	837	837	3348

## TECHNICAL EXHIBIT 8: PROJECTED ANNUAL WORKLOAD

ACTIVITY NUMBER	ACTIVITY/TASK	WORKLOAD INDICATOR/OUTPUT	CURRENT ANNUAL	BAS YBHG V E YEAR	REMAINING YEARS
		GSA ADJUSTMENTS UNMATCHED	3,348	3,348	13,392
		ACCOUNTING SPLIT BATCHES	279	279	1116
		MILSTRIP ADJUSTMENTS MATCHED	558	558	2232
		MILSTRIP ADJUSTMENTS UNMATCHED	1,116	1,116	4,464
		COMMERCIAL AGED UNMATCHED	3,348	3,348	13,392
		VALIDATE SUSPENSE TRANSACTIONS/NON-DIRECT CITE	1,209	1,209	4,836
		VALIDATE SUSPENSE TRANSACTIONS/DIRECT CITE	967	967	3868
5.2.5	Provide Mail Services	INCOMING INTERNAL MAIL	1,116	1,116	4,464
		INCOMING EXTERNAL MAIL	2,902	2,902	11,608
		INCOMING MISDIRECTED MAIL	223	223	892
		OUTGOING MAIL	558	558	2232
		PROVIDE COURIER SERVICE RUN	223	223	892
		PROVIDE INCOMING COURIER SERVICE RUN DISTRIBUTION/SHIPPING	725	725	2900
		PROVIDE INCOMING COURIER SERVICE RUN DISTRIBUTION/TRAVEL	1,209	1,209	4,836
		INTERNAL MISDIRECTED MAIL	1,116	1,116	4,464
		PREPARE SHIPPING DOCUMENTS	670	670	2680
		PREPARE AND MAIL INCOMING AND OUTGOING FUNDING	4,464	4,464	17,856
5.2.6	Maintain Copiers/Facsimiles/Printers	PLACE TROUBLE CALL FOR COPIERS	6	6	24
		PLACE TROUBLE CALL FOR FACSIMILES	2	2	8
		MAINTAINING IN 'READY' CONDITION	2,176	2,176	8,704
		PLACE TROUBLE CALL FOR PRINTERS	2	2	8
5.2.7	Review Inventory of Supplies	INVENTORY ACCOUNTING SUPPLIES	24	24	96
		SUBMIT ORDERS FOR	24	24	96

## TECHNICAL EXHIBIT 8: PROJECTED ANNUAL WORKLOAD

ACTIVITY NUMBER	ACTIVITY/TASK	WORKLOAD INDICATOR/OUTPUT	CURRENT ANNUAL	BAS YBHG V E YEAR	REMAINING YEARS
		ACCOUNTING SUPPLIES			
		DISTRIBUTE ACCOUNTING SUPPLIES	24	24	96
		SUBMIT ORDERS FOR BUDGET SUPPLIES	12	12	48
5.3	INTENTIONALLY LEFT BLANK, INCLUDING ALL SUB-PARAGRAPHS				
5.4.1.1	Provide Information for Investigations	PAYROLL INFORMATION	97	97	388
		TRAVEL CARD INFORMATION	33	33	132
		PURCHASE CARD INFORMATION	2	2	8
		ACCOUNTING INFORMATION	2	2	8
5.4.1.2	Provide Financial Information and Command Support	FINANCIAL INFORMATION FOR COMMAND SUPPORT	4	4	16
5.4.2.1	Prepare and Distribute Accounting Reports	ACCRUAL RECOMMENDATION REPORT	3	3	12
		ACCRUALS OUTSTANDING VALIDATION REPORT	2	2	8
		ACCRUAL TRACKING REPORT	3	3	12
		AD-HOC REPORTS	915	915	3660
		ICP (INTEGRATED CASH PROCESS) REPORT	24	24	96
		LIQUIDATIONS REPORT	97	97	388
		LIQUIDATIONS STATUS REPORT	97	97	388
		M STATUS" REPORT (IDA 128 AND IDA 129) CHARLESTON	12	12	48
		M STATUS" REPORT (IDA 128 AND IDA 129) WASHINGTON	12	12	48
		M STATUS" REPORT (IDA 128 AND IDA 129) UPDATES	48	48	192
		MATERIAL IN TRANSIT REPORT	12	12	48
		MATERIAL BILLS AGED UNMATCHED REPORT - COMMERCIAL	12	12	48
		MATERIAL BILLS AGED MISMATCHED REPORT - COMMERCIAL	12	12	48
		MATERIAL BILLS AGED UNMATCHED REPORT - GAS	12	12	48

## TECHNICAL EXHIBIT 8: PROJECTED ANNUAL WORKLOAD

ACTIVITY NUMBER	ACTIVITY/TASK	WORKLOAD INDICATOR/OUTPUT	CURRENT ANNUAL	BAS YBHG V E YEAR	REMAINING YEARS
		VOYAGER BILL			
		MATERIAL BILLS AGED MISMATCHED REPORT - GAS VOYAGER BILL	12	12	48
		MATERIAL BILLS AGED UNMATCHED REPORT - GSA	12	12	48
		MATERIAL BILLS AGED MISMATCHED REPORT - GSA	12	12	48
		OUTSTANDING COMMITMENT VALIDATION REPORT/MATERIAL	3	3	12
		OUTSTANDING COMMITMENT VALIDATION REPORT/SERVICES	3	3	12
		OUTSTANDING OBLIGATION VALIDATION REPORT/MATERIAL	3	3	12
		OUTSTANDING OBLIGATION VALIDATION REPORT/SERVICES	3	3	12
		OUTSTANDING ACCOUNTS PAYABLE VALIDATION REPORT/MATERIAL	2	2	8
		OUTSTANDING ACCOUNTS PAYABLE VALIDATION REPORT/SERVICES	2	2	8
		PREVALIDATION OF INVOICES AND TRANSPORTATION REQUESTS REPORT	223	223	892
		PURCHASE CARD CASH DETAIL REPORT	22	22	88
		PURCHASE CARD LIQUIDATION REPORT	12	12	48
		PURCHASE CARD TRACKING LOG REPORT	12	12	48
		SUSPENSE/MATERIAL REPORT	97	97	388
		SUSPENSE/SERVICES/DIRECT CITE REPORT	48	48	192
		SUSPENSE/SERVICES/NON- DIRECT CITE REPORT	48	48	192
		UNALLOCATED CASH/WEEKLY REPORT	48	48	192

## TECHNICAL EXHIBIT 8: PROJECTED ANNUAL WORKLOAD

ACTIVITY NUMBER	ACTIVITY/TASK	WORKLOAD INDICATOR/OUTPUT	CURRENT ANNUAL	BAS YBHG V E YEAR	REMAINING YEARS
		UNALLOCATED CASH/MONTHLY REPORT	12	12	48
		UMD MONTHLY STATUS REPORT	12	12	48
		ZERO-BALANCE RECORDS STATUS REPORT	6	6	24
5.4.2.2	Retrieve and Distribute Payroll Reports	MISSING T&A REPORT	48	48	192
		INVALID TRANSACTION REPORT	48	48	192
		CONVERSION OF HOURS REPORT	24	24	96
		RETRO INVALID TRANSACTION REPORT	24	24	96
5.4.2.3	Retrieve and Distribute Travel Reports		0	0	0
5.4.3.1	Provide Input, Technical Knowledge and Test, Evaluate, Maintain and Update Standard Operating Procedures (SOPs)	ACCOUNTING SOP'S	12	12	48
5.4.3.2	Provide Training/Assistance to Customers	ILSMIS SYSTEM PROCEDURES	67	67	268
		DIFMS SYSTEM PROCEDURES	48	48	192
		STARS TRAINING	67	67	268
		DOCUANALYZER PROCEDURES	67	67	268
		SHIPPING PROCEDURES	56	56	224
		CASH PROCEDURES	223	223	892
		SUSPENSE PROCEDURES	56	56	224
		ACCRUAL PROCEDURES	20	20	80
		VALIDATION OF COMMITMENTS, OBLIGATIONS, EXPENSES	112	112	448
		"M STATUS" PROCEDURES	242	242	968
		"INVOICE AND TRANSPORTATION PREVALIDATION" REQUESTS	12	12	48

## TECHNICAL EXHIBIT 8: PROJECTED ANNUAL WORKLOAD

ACTIVITY NUMBER	ACTIVITY/TASK	WORKLOAD INDICATOR/OUTPUT	CURRENT ANNUAL	BAS YBHG V E YEAR	REMAINING YEARS
		PROCEDURES			
		LIQUIDATION PROCEDURES	12	12	48
		PURCHASE CARD PROCEDURES	234	234	936
		INVOICE PROCEDURES	242	242	968
		UNMATCHED BILLS PROCEDURES	145	145	580
		OUTGOING TRANSFER PROCEDURES	223	223	892
		INCOMING FUNDING PROCEDURES	112	112	448
		TRAVEL ORDER/CLAIM PROCEDURES	670	670	2680
		TIMEKEEPER PROCEDURES	446	446	1784
		TRAVEL TRANSFER/PCS AND R.I.T.A PROCEDURES	48	48	192
		TRAVEL VOUCHER PROCEDURES	223	223	892
		UNMATCHED BILLS PROCEDURES	145	145	580
		VALIDATION OF COMMITMENTS, OBLIGATIONS, EXPENSES	112	112	448
5.4.4	Perform Liaison Services/Plan, Organize and Maintain Workload Assignments	TRAVEL TROUBLE CALLS/LIAISON WITH CTS	33	33	132
		ACCOUNTING TROUBLE CALLS/LIAISON WITH DIFMS	45	45	180
		ACCOUNTING TROUBLE CALLS/LIAISON WITH ILSMIS	134	134	536



## TECHNICAL EXHIBIT-9: APPLICABLE DOCUMENTS

NOTE: Website addresses are not all-inclusive, nor the only source of the document.

Coded as Mandatory (M) or Advisory (A) and includes any www address known.

- M Department of Defense Financial Management Regulation DoD 7000.14-R (DODFMR)  
<http://www.dtic.mil/comptroller/fmr/>
- M NAVCOMPT Manual
- M Navy and Marine Corps Records Disposition Manual, SECNAVINST 5212.5D (22 April 98)  
<http://nedb.nebt.daps.mil/dispman.htm>
- M The Privacy Act of 1974 (Public Law 93-579), 5 U.S.C. 552a  
<http://www.usdoj.gov/foia/privstat.htm>
- M Disposal of Records (44 U.S.C. Chapter 33)  
<http://www4.law.cornell.edu/uscode/44/ch33.html>
- M DOD Travel Regulations (updated 16 October 2002)  
<http://www.dtic.mil/perdiem/trvlregs.html>
- A Navy Driver's Handbook (NAVFAC MO-403)  
[http://www.efdlant.navfac.navy.mil/lantops\\_16/temc/References/mo\\_403.pdf](http://www.efdlant.navfac.navy.mil/lantops_16/temc/References/mo_403.pdf)
- M Federal Acquisition Regulations (FAR)  
[http://www.acqnet.gov/far/current/pdf/FAR\\_book.pdf](http://www.acqnet.gov/far/current/pdf/FAR_book.pdf)
- M DOD Directive 5220.22, DoD Industrial Security Program
- M SECNAVINST 5510.36, Security Classification Guides
- M SECNAVINST 5239.3, Department of the Navy Information Systems Security (INFOSEC) Program
- A Concept of Operations, NSWC Dahlgren Division/DL and Charleston OPLOC (30 May 1996)
- A Collective Bargaining Agreement between The American Federation of Government Employees, Local 2096 and The Naval Surface Warfare Center, Dahlgren Division, Dahlgren, Virginia
- A NAVSWCINST 12600.1C, Civilian Timekeeping Leave and Pay Manual